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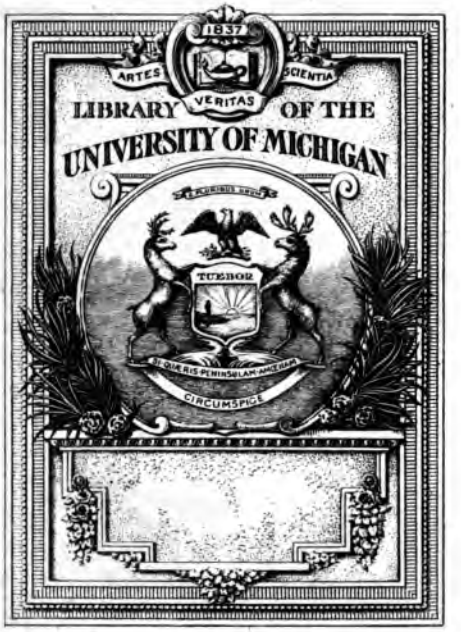
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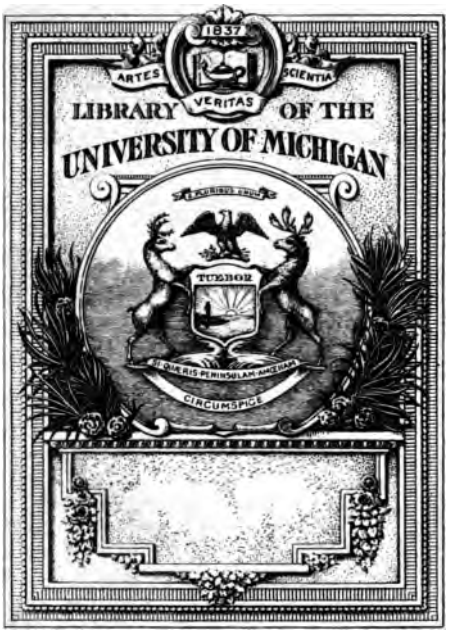
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MANUAL OF PRACTICAL INDEXING.

MANUAL

OF

PRACTICAL INDEXING

BY

ARCHIBALD LEYCESTER CLARKE

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PREFACE

IN offering the following pages I have been actuated by a desire to supply indexers with something approaching a method of guidance in their work. I am rash enough to consider that the customary apology indulged in by authors of manuals and text-books is unnecessary, for until quite recently little or nothing has been written on indexing from the practical standpoint, in a connected or comprehensive form. I am only too well aware that a work of this nature must have its shortcomings, for the chapters composing it have been produced at such intervals as could be spared from other engrossing occupations. The early part of the work has already appeared in serial form in *The Library World*, but the matter has been largely re-cast and condensed.

I am especially indebted to Mr. J. Y. W. MacAlister, and to Mr. James Duff Brown, who has kindly given me permission to make extracts from his valuable *Manual of Library Economy;* also to Mr. W. E. Doubleday, Librarian of the Borough of Hampstead, who has rendered me much assistance in revision of the manuscript.

To my wife I owe a great deal for unwearied help in the way of suggestion and criticism, and for preparation of much of the manuscript; and many thanks are also due to the Misses F. and G. Beales for their ready assistance in similar preparation, and in passing these pages through the press.

To the foregoing and numerous other helpers, without whose aid it would have been difficult for me to produce this work, I dedicate these pages, with the hope that they, as well as a wider circle of readers, will find this brief manual of some little benefit and interest.

ARCHIBALD L. CLARKE

December, 1904.

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PART I.—LITERARY INDEXING.

CHAPTER I.

INTRODUCTION.

1. IT is the object of the following pages to put forward briefly some of the principles of book and magazine indexing. While much has been written on methods of cataloguing books and indexing their main subjects of information, comparatively little has been published in the British Isles as to how carefully and accurately to index their contents in detail.

2. It is not proposed to give a sketch of the development of index-making. The essay by Mr. Henry Wheatley, in the *Transactions of the Index Society*, gives some interesting anecdotes dealing with the curiosities of indexing past and present,* but of history in the proper sense attaching to this art there is little or none. It must always be a matter of great regret that the Index Society, after issuing a few publications of a more or less useful nature for reference purposes, practically ceased the work for which it was called into existence.

* Mr. Wheatley has lately repeated this information *in extenso* in his book *How to make an Index*, issued subsequently to the writing of the above paragraph. But a perhaps better collection of "curiosities" is to be found in an introductory article to the *Review of Reviews Index* covering 1892, by the chief compiler, Miss Hetherington, entitled "The Indexing of Periodicals."

3. Co-operative indexing, that is, indexing the contents of a large number of journals and magazines taken together, and for a given period of time, as distinguished from those of a single book or the annual contents of a single journal, has always been well done. The pioneer in this movement, it need hardly be said, was the late Mr. W. F. Poole, Librarian of the Chicago Public Library, whose *Index to the Periodical Literature of the World*, subsequently and gradually brought up to date by Mr. W. I. Fletcher and others, has attained a world-wide celebrity.

4. The management and editorship of *Poole's Index* have always been conducted in the United States of America, though not a few of its collaborators have been British. In England, as distinguished from America, there is the excellent work done by the compilers of the *Review of Reviews Index to the Periodicals of the World*, under the superintendence of Miss Hetherington. This patient and steady annual accumulation of all that is best in the serial literature of many nations has appeared regularly for many years. Although the arrangement of the *Review of Reviews Index*, as will afterwards be explained in detail, is lacking in usefulness for the purposes of quick reference to individual facts, the information it contains in bulk is of high value bibliographically.*

5. But the sum total of the work of *Poole's Index* and the *Review of Reviews Index* forms a very small fraction

* Since the first appearance of this part of the work, in serial form in *The Library World*, it has been announced that the *Review of Reviews Index* must be discontinued from various causes, chiefly, it is to be feared, from want of proper support. This discontinuance is absolutely preventible, and we believe that at the present time steps are being taken to secure this useful publication *a fresh lease* of life.

of that employed on indexing the numberless books and journals dealing with special subjects. If only systematised method could be brought to bear upon the production of such indexes, the results would be more uniform and less unequal in value.

CHAPTER II.

INDEXING OF GENERAL PERIODICAL LITERATURE.

6. THE above heading has been deliberately chosen. Though aware that it is open to criticism, I have adopted the term "general" as being more convenient than "encyclopædic." The word "encyclopædia" is so often used to express the whole range of subjects comprised under a particular art or science, for instance, "Encyclopædia of Engineering," "Encyclopædia of Medicine," that its primary application is liable to be forgotten. In fact, there is no reason why, for brevity's sake, the term "general index" should not be used, as contra-distinguishing such a compilation from an index to special subjects, or "special index." Most unfortunately the expression "general" has been almost invariably applied to an index to a series of volumes extending over many years. A far better designation for an index to a series of volumes is "cumulative index," the meaning of which is restricted to form and cannot be applied to subject-matter like the terms "general" and "special."

7. The work of indexing both general and special periodical literature approaches the same treatment of a collection of books in a large library. In a fair majority of books the subject or subjects contained in them individually are

clearly indicated by their respective titles ; in a considerable minority, however, the titles disguise the subjects. Similarly, in the case of magazine articles, especially where the matter is not strictly technical or scientific, there are to be found authors who outdo Mr. Ruskin in obscurity in this respect.

8. Author-entry in indexes appears in one or both of the following ways :—(1) as a separate entry apart from the subjects ; (2) under the subjects themselves :

(1) MAHAFFY (Prof. J. P.) on provincial patriotism. Nineteenth Century, xxxvii., June, 1027 (xi. June, 547).

(2) PATRIOTISM,

Mahaffy (J. P.) Provincial patriotism. Nineteenth Century, xxxvii., June, 1027 (xi. June, 547).

Some adhere to the old-fashioned custom of compiling separate indexes for authors and subjects. It is still common at the end of magazines to find "Index of Authors" followed by "Index of Subjects." * Probably the compilers could not give any reason for this arrangement except that some readers prefer to see the authors arranged together and subjects together apart from the authors, without reflecting that this disposition of entry must invariably lead to loss of time when they are looking up the information they require.

9. Still more extraordinary is the habit of placing page-references only after the authors' names in this isolated "Index of Authors." Generally carried out under the pretence of economy of space, this also results in loss of

* Index Nominum, Index Locorum, Index Rerum, in certain *antiquarian* publications.

time and confusion. The main purpose of the author-entry is not to find out who has written on a particular subject, but what he has written. In one instance only is this otherwise objectionable plan of a separate alphabetical list of authors with page-references simply admissible. This is when the title-entries are given in full in a subject-index that deals with the contents of an extensive number of journals, the title-entries being made in full under each subject, the arrangement again of these titles being alphabetical under the authors' names.

(A) Author-Entry.

10. As stated in the introduction, my remarks will be mainly directed to subject-entry. Author-entry has been dealt with so extensively in the Cataloguing Rules of the British Museum Library, and in those of the English and American Library Associations, that it would be waste of time to go through the whole matter in detail here. The rules relating to authors' names in the two Library Associations' codes will be found amply sufficient, and I will not, therefore, attempt to reproduce them, but merely make a few general observations.

11. Author-entry of a magazine title is the same as an imperfect author-entry of a book. Instead of the number of illustrations, place and date of publication, and other bibliographical details, all that is needed after the author's name and the title of his paper or treatise, is the page-reference to the body of the journal if we are indexing one publication. If we are indexing the contents of many, the name of the journal, year of publication, number of the volume, and page-reference to that volume, are of necessity required. Of course the ideal plan would be, after the surname to enter the fore-name or name in

full. Requirements of space will not always permit this, but it should be a rigid rule that when two or more authors bearing the same name come together, their joint surname should be repeated—

Dicey, A. V. On the referendum. Nat. Rev. 1894, xviii. 65.

Dicey, Edward. On the Chamberlain coalition programme, Nineteenth Century, 1894, xxxv. 367.

12. Not infrequently anonymous contributions will be met with, especially in magazines of general literature. They had better be entered under the first word of the title not an article. If the paper be signed with the author's initials, the entry should be under the initials, reversing the usual order in so far as to place the surname initial first. Supposing the identity of the initials to be absolutely known the remaining letters of the surname may be given in square brackets.

13. Contributions under a pseudonym occur as frequently as anonymous productions. The simplest way is to enter them under the pseudonym, with a cross-reference to the actual name, when known. But the real name should be entered when the contents of several magazines and journals are being indexed, on account of the possible chance of an author having written under it as well as under his pseudonym. It cannot be too strongly emphasized that the pseudonym is his pen-name, made deliberately and of his own choice; that the sole reason for entry of the real name is to save any possible confusion of authorship; not to make a display of the indexer's knowledge. Some cataloguers have an affection for the prominent entry, with the titles, of the unknown and unrequired real names *of authors* in their catalogues, and this against the author's

express wish; indexers will do well not to imitate them. On the other hand it is well to remember that the importance of pseudonyms fades with the effluxion of time.

14. The title itself is better quoted in full, whether long or short. It is no generalisation to say that the more purely literary the contribution the shorter will the title be; technical and scientific writers, unfortunately, seem overcome with the desire of making their titles abstracts of their whole papers, the exuberance of some of their titles rivalling a seventeenth or eighteenth century pamphlet in that respect.

15. When the index embraces many journals the name of the journal follows the title immediately. If the name be a short one such as "Forum," "Truth," "Nature," it may just as well be given in full. Names of journals or magazines, however, often contain two or more words, and though in itself undesirable, abbreviation then becomes a necessity. The *Review of Reviews Index* uses little more than initials, with an explanatory key at the beginning. If the work of indexing a group of journals be undertaken, as it frequently is, by co-operation, the various contributors, should, before commencing work, agree upon a system of absolute uniformity of style in abbreviation, and in all other points as well.

16. After the name, or the abbreviated name, of the journal is placed the year, *not* the number of the volume. The importance of giving the year must depend upon the historical or scientific nature of the contribution indexed. In the case of papers dealing with some aspect of chemistry, medicine, electricity or biology there can be no two opinions as to the necessity of inserting the date; even slight and sketchy literary appreciations are not devoid of future historical value. If so, it is surely almost deplorable

that so excellent and trustworthy a guide as *Poole's Index* should refer its consultants to a "key" if the date of the contribution be required.

17. The number of the volume follows the date. If that number be one of a series the series should be given either before the volume or after in a parenthesis.

18. It seems almost superfluous to add that last of all is given the page-reference. Careless compilers of bibliographies frequently omit this, thinking that the number or date of issue of a journal will be a sufficient guide. An index to general periodical literature is in every sense a bibliography, and exactitude down to the minutest details is indispensable. The compilers of these, fortunately, usually do their work at first hand, that is, they catalogue and index the articles directly from the journal itself, and thus are not likely to fall into the error of those unfortunate reference-mongers who, in their zeal to compile special bibliographies, do not scruple to quote from those second-hand sources that furnish titles insufficient and often inaccurate.

(B) SUBJECT-ENTRY.

1. *Introductory.*

19. If the indexing of subjects is to be carried ou properly, the first essential on the part of the worker a knowledge of the meaning of words. The absurd error combining under one entry, say, two references to subject-word—the word in its relation to those referenc having severally a totally different meaning would impossible, did the indexer clearly understand that wo such as "Date," "Moor," "Port," "Policy," "Sa "Vice," embraced, each of them, subjects belonging *totally different* classes.

20. Without some knowledge of classification it is impossible properly to learn the relation of one subject to another. Dewey's *Decimal Classification*,* Cutter's *Expansive Scheme*,† and Brown's *Adjustable Classification*,‡ are excellent guides to the formation of a subject-index, to which indexers may with confidence be referred.

21. Classification systems resemble, to borrow an illustration from social or political life, communities governed on aristocratic principles. Just as the word "class" signifies gradation in rank in social life, so under Dewey's or other good systems, is there gradation in the division of human knowledge. But the alphabetical arrangement of subjects, whatever they be—classes, sub-classes or species—may fairly be likened to a democratic community; they are all reduced to one dead level of uniformity; all indication of relationship by mere proximity is abolished in favour of a method whose sole, but at the same time overwhelming, advantage is that of quick and ready reference. It is by virtue of a knowledge of these relationships, that are no longer indicated by local or topical grouping, that the indexer contrives a system of entry perfectly intelligible to searchers. Thus, if a class is indexed, its items must be followed by a cross-reference to the included sub-classes and species, and, of course, the converse must take place when a species is indexed, that is, there must be cross-references from

* Dewey (Melvil), *Decimal Classification and Relative Index.* 5th edition. 1894.

† Cutter (C. A.) "The Expansive Classification." *Trans. Second Internat. Library Conference*, 1897, p. 84–88.

‡ Brown (J. D.) *Manual of Library Classification and Shelf Arrangement*, 1898 (Ch. vi., Adjustable classification scheme) pp. 97–160.

the species to the sub-classes and classes in which that species is included. "By a well-devised system of cross-references," says Mr. Cutter, "the mob becomes an army of which each part is capable of assisting many other parts." * The alphabetical arrangement of subjects is not in itself a work of art when compared with a great system of classification, but the right choice of subjects and the skilful use of connecting cross-references make severe demands on the indexer's habits of method, power of association, and capabilities of recollection. He has to remember that his work when accomplished is a great act of analysis; the stones of the edifice that the classification-builder has raised are disjoined and taken down; the building is resolved into its original elements or component parts, each one of which must now be found by some arbitrary sign.

2. *General Arrangement.*

22. The value of the alphabetical system of indexing has now been made clear. Had *Poole's Index* been arranged on the principles of Dewey's System, the trouble of the editors and collaborators would have been enormously increased, as they would have been compelled to publish an index as a key to their minutely classified collection of literature. The only circumstance under which an elaborately classified catalogue of articles in journals would be justifiable is more imaginary than real. A vast news-room is supposed to contain the general literature published in certain journals covering a certain period of time. A cutting is made of each article, and these articles are arranged in pamphlets and strictly classified. A catalogue has to be made of this one vast classified collection of the world's sayings and doings. There would be some sense

* *Rules for a Dictionary Catalogue*, 1891, p. 57.

in classifying these papers for the sole advantage of the users of this gigantic news-room. A catalogue on this principle would be a logical guide to a logical arrangement, just as in the similar instance of a classified library or museum. But when preparing subject-slips of the contents of a large number of journals, it is difficult for one to see wherein the advantage consists of arranging them under a minute system of classification. Certainly not because such a system would be a guide to the formal and material arrangement of the articles they represent. Articles in journals are not necessarily classified; frequently the reverse obtains, therefore why compile a relative system as a guide to a mass of literature, the arrangement of which, as published, is neither relative nor orderly ?

23. Classification as an instrument of supplying records of the latest literature of all kinds in general, but of science in particular, has found a staunch supporter in the International Institute of Bibliography. Assiduous and enterprising as that body has shown itself to be, there can be little doubt that its bias in favour of classification has narrowed the usefulness of its work. The institute has adopted the Dewey System. There is much that is philosophical in its arrangement, but the main conception of its author was to supply a practical method of arranging books on shelves without too closely inquiring into the exact correlation of the subjects they discussed. But critics of classification will complain, when they receive the bibliography of their section, at finding it placed in some class to which they object; for instance, what they regard as a science relegated to the Useful Arts or Fine Arts, and *vice versâ*.

24. The whole ground of instruction in indexing the subjects of books has been carefully gone over by the

late Mr. Cutter,* in his excellent *Rules for a Dictionary Catalogue*, of which the fullest acknowledgment is here made. It will be no derogation of that able author if I do not follow him in every detail, as it must be remembered that rules for the subjects of books do not always quite fit those needed for magazine articles. Mr. Cutter's order of discussion of the various points will be mainly followed, as his plan of instruction is undoubtedly the best.

25. It is curious to note how frequently the rule of entering specific subjects separately is transgressed. From a natural desire on the part of the compiler that the searcher should be able to find all that has been written on any continent or country together, papers on individual territories composing that continent or country, are grouped under the names of those territories, which appear as sub-headings. For instance, in the *Review of Reviews Index*, "Cape Colony" and other districts are placed under "Africa," their names only appearing as cross-references. The periodical literature referring to Africa as a whole can be but relatively small, and the temptation to group all papers relating to its various territories proportionately great. But "Cape Colony" is an individual locality, and all that has to be said about it should be placed under its own name. The rule, however, in that index, has been rightly observed in the case of England, all papers relating to the various counties being indexed under the names of those counties, and all literature dealing with towns in those counties again being grouped under the names of the various towns.

26. But if this rule applies to separate indexing of the names of artificial divisions of a territory, it is still more

* Cutter (C. R.) *Rules for a Dictionary Catalogue*, 1891. p. 46 *et seq.*

important in the case of sub-divisions of those extensive subjects dealing with the various arts and sciences which by common consent are regarded as classes. Such are Botany, Chemistry, Engineering, Geology, Law, Mineralogy, Physics, Political Economy, Sociology, Zoology.* Mr. W. I. Fletcher, in giving details of his method in the construction of the supplements of *Poole's Index*, of which he was assistant editor while Mr. Poole was alive, made one or two remarks in this connection well worth quoting:

> "How natural it would have been to place the article on 'prime movers' under 'mechanics,' or 'double stars' under 'astronomy,' or 'hunting for diatoms' under either 'biology' or 'animalculæ,' or 'haunts of the condor' under 'birds.'†"

It is perfectly true that some—both librarians and indexers—have no choice in the matter, if their work is controlled by a committee of scientific experts who insist on classification. This, however, is more likely to occur where the compilation is a special one; where the honorary experts can, of course and of right, lay claim to more technical knowledge than salaried officials. The compilers of general indexes, however, are generally free to take their own course, which, if they act wisely, will be that of Mr. Fletcher, who thus further emphasizes it:

> "The article on 'Hunting for diatoms,' for instance, will never be useful to anyone except to him who wishes to know how diatoms are found. Where else should that person look than under 'Diatoms'?"

So far as indexing is concerned, this seems to be conclusive.

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* The above are taken without reference to the fact that some are subclasses of another (*e.g.*, Law and Political Economy are sub-classes of Sociology), but the validity of the statement holds good.

† *Library Journal*, 1878, iv., 245.

3. *Entry under Subject, or Form, and Country.*

27. Mr. Cutter states that "the only satisfactory method is double entry under the local and scientific subject;" * so that students shall not have to search for works on various countries under the names of different sciences, or scientists for works on their subject under the names of countries, or even continents.

28. Magazine literature will contain no lengthy treatises, but there will be found numerous papers dealing with special points of sciences, which are frequently of local importance. To save undue length of the catalogue, the author of *Rules for a Dictionary Catalogue* recommends that books relating to a certain science should be put under the country with which it deals, with a cross-reference from the name of the science to that of the country. This, Mr. Cutter maintains, is upholding the principle that an individual rather than a class-entry is preferable where only one full entry can be made. BOTANY, *of France, Italy, Germany, Switzerland,* would be class-entry, whereas FRANCE: *Botany, Geology, Mineralogy,* would represent France viewed in various aspects, but only as an individual subject.

29. Although he made a partial use of classification, Robert Watt, in his *Bibliotheca Britannica*, adopted this principle of arranging all that was to be said on a country under the name of the country itself. For instance, under ENGLAND are arranged the following subjects:—*Arts, Church, Fanciful Works, History, Jurisprudence, Language, Literature, People, Politics, Political Economy, Religion, Sciences.* Now, although some of these subject headings underwent further subdivision, it is

* *Rules for a Dictionary Catalogue*, p. 48.

remarkable to see how nearly Dr. Watt approached modern scientific methods in his great work. He was far more conversant with present-day methods than many of his bibliographical successors, who discarded the use of the alphabet altogether, in favour of bad systems of classification.

4. *Synonyms, and Opposite Subjects.*

30. The rule that of two exactly synonymous names, one should be chosen and a reference made to the other, needs little comment, but requires much driving home. For entries are frequently made, some under one name and others under its synonym; and this is done, not only in such an instance as Alchemy and Chemistry, where the change of name denotes a partial change in the thing signified, but in cases in which there is no such change at all. Again, important synonyms are not always referred from, and this, it is to be assumed, arises from want of knowledge rather than from lack of space, as the cross-reference only requires one line.

31. In a catalogue professing to index general periodicals the popular aspect, even of science, should be kept in view. If possible the vernacular term should be preferred to the scientific synonym. In the *Review of Reviews Index* "Plants and Plant Life" is used instead of "Botany," and on the whole the choice is a wise one.

32. "Of two subjects exactly opposite choose one and refer to the other" (Cutter, p. 50). Periodical literature is prolific in controversial subjects; in those dealing with social evils and virtues and their corresponding remedies and vices, this rule is an excellent one to adhere to. VACCINATION (*Advocacy*); VACCINATION (*Opposition to*) is a better arrangement than having a separate heading ANTI-VACCINATION. Free Trade and Protection form an

example cited by Mr. Cutter as one in which choice should be made of an exactly opposite subject. The combined heading, PROTECTION and FAIR TRADE may meet the possibilities of the case. But at the same time, it must be remembered that although Free Trade, as a subject of controversy for a long while lay dormant, it is again on its trial; the literature that now centres round it is extensive; and the natural place of this literature is under the heading FREE TRADE. And it is really hard to see how we can combine under MONARCHY papers that either advocate or bitterly oppose that form of government, and the same holds good with REPUBLICANISM. It is true that I have recommended that anti-vaccination literature should be indexed under VACCINATION but anti-vaccination is a merely negative opposite course, whereas Republicanism is a positive system in opposition to monarchy. Literature under either INDIVIDUALISM or SOCIALISM is not easy to combine under one of these two headings. ANARCHY and GOVERNMENT are opposites; although anarchy is a strictly negative condition, it appears to be positive in the diseased minds of its advocates, and has become the subject of much literature. Therefore no one would think of indexing the ways and doings of anarchists under GOVERNMENT (Want of). But with social evils, such as INTEMPERANCE (quoted in Cutter's *Rules*), the best plan is to choose the opposite, TEMPERANCE, as discussion of the remedy will always be the prevailing theme. Of course, realistic contributions to the description of vice must be indexed under the name of the vice itself.

5. *Subject-Word and Subject.*

33. I have earlier made allusion to the fact that the subjects of papers in magazines are frequently disguised.

"The signs of the times," "Limitation as a remedy," are articles that need inspection to show that they deal with "SOCIALISM." "Government by brewery" has solely to do with the politics of the UNITED STATES OF AMERICA; "The quarrel of the English-speaking people" is concerned with VENEZUELA and the BRITISH GUIANA BOUNDARY QUESTION. A host of examples might be quoted to point out this disguise, whether thin or complete, but the difficulty of choice of subject is more apparent than real, as the magazine indexer has, or should have, the material with which he is working under his eye, whereas books that are being catalogued are not always accessible.

6. *Compound Subject-Names.*

34. This is a difficult problem in indexing. Mr. Cutter, who argues the question very closely, has ably endeavoured to solve it. His conclusions seem to be these: that rules are of very little help or guidance in the matter: that there are two principles which may be of some assistance —the first—a general one—that we should be guided by circumstances; the second, that the natural course in a dictionary-catalogue is to choose the first of the two words under which to make the entry, inversion leading directly or indirectly to class-entry.*

35. He gives a large number of these compound words which would be rarely looked for under the second word denoting the class, such as "Alimentary Canal," "Military Art," "Political Economy." And there are numerous other instances in which this is true, of which the following are a few examples: "Bread Laws," "Humanitarian Movement," "Keuper Outlier," "Labour Problems,"

* *Rules*, p. 51–54. These pages demand a most careful and thoughtful perusal at the hands of all students of indexing.

"Liquor Traffic," "London Clay," "Living Wage," "Mental Disease," "Middle Ages," "Middle Classes," "Natural History," "Pacific Islands," "Round Towers." We have to take these words as we find them, and remember that they have become current coin in speech. If this be kept in mind, no indexer will be guilty of the pedantic absurdity of making such entries as "Islands, Pacific"; "Laws, Bread"; "Movement, Humanitarian"; "Towers, Round"; "Wage, Living"; it being perfectly obvious which is the emphatic word in each instance. No one will look under "Ages, Middle," for literature on the Middle Ages; under "Islands, Pacific," for "Pacific Islands"; or under "Traffic, Liquor," for "Liquor Traffic." In every one of the instances I have given, the adjective, or substantive used as an adjective, imparts a specific limitation to the noun substantive that follows. Some of the adjectives are capable of being turned into substantives, or the two words themselves combine to form a substantive, *e.g.*, "Humanitarian Movement" = "Humanitarianism," "Mental Disease" = "Mind, Disease of," "Natural History" = "Nature, History of."

36. When the subject consists of a short sentence, the first word is frequently the right one under which to make the alphabetical entry, as in the instance given in the *Rules*: "Ancient and Modern," because there is no choice; "Fertilisation of Flowers" because use sanctions the arrangement. "Nationalisation of Railways," however, should stand, "Railways, Nationalisation of," as "Railways" is clearly the more important word, and is indeed the specific one, the State socialistic process of "Nationalisation" being capable of classification in several ways, of which that of "Railways" is one, "Land" another, and "Postal Service" another. For the same

reason we say, "Rotation, Sense of," instead of "Sense of Rotation." Passing over the arrangement of "Ancient," "Ecclesiastical," or "Sacred History,"* for the disposition of which terms under the adjective Mr. Cutter seems to have made out a very good case, we will examine rather more closely the names of certain sciences.

37. Mr. Cutter thinks that readers are more likely than not to look first under "Comparative" for "Comparative Anatomy." I venture, however, to maintain that those who want works on that subject would better recognise the class "Anatomy" than its sub-division "Comparative" as the more likely point at which to start on their search, especially if they are students, as in most cases they will be. "Comparative," though an easy enough word to convey what is meant, is a difficult one to transmute into a substantive. The searcher, it is stated in the *Rules* (p. 53), looks for works under "Morbid Anatomy," and is referred to "Anatomy, Morbid." "He finds there what he wants, and does not stop to notice that 'Comparative Anatomy' is not there, but under C; consequently he is not puzzled at that." Certainly he may not be puzzled, but he may be disposed to criticise if he does discover the arrangement. If scientific articles are indexed in a great index of general literature it is assumed that this is done for the benefit of authors who want to track out the by-paths of scattered literature on their subject; for their sake, therefore, consistency of nomenclature should be at a premium. Indeed, the need for consistency cannot be too strongly emphasized. I strongly recommend, therefore, (i.) that Anatomy,

* As regards "Modern History," it would be a good thing if the word "Modern" could be excluded from indexes and catalogues and "Contemporary" substituted.

"Comparative," "Human," "Morbid," had better be arranged thus :—

ANATOMY, Comparative
(literature on it)
(Human)
literature on it
(Morbid)
(literature on it)

This is no real classification, as "morbid," may be both "human" and "comparative."

(ii.) That the entries under Botany should rank under headings such as these :—

BOTANY
Medical
(Literature on)
Physiological
(Literature on)
Systematic
(Literature on)

Here Medical Botany may undergo a systematic arrangement, and in a systematic treatise the medical properties of the plants are not infrequently given.

(iii.) That Chemistry and its divisions should be arranged in the following order :—

CHEMISTRY
Agricultural
Inorganic
Organic
Practical
Qualitative
Quantitative

with the literature on each sub-division following that sub-division. As shown in the previous examples of Anatomy and Botany the above arrangement is no real classification ; "Agricultural" Chemistry may be "Inorganic" or "Organic" ; it is certainly "Practical," and

will be viewed both "qualitatively" and "quantitatively." It need not be said that if it were a book or a journal dealing *solely* with Chemistry, entry under "Inorganic," "Organic," or "Qualitative" as a first word would be perfectly correct. But here we are only concerned with papers on Chemistry as they crop up in scattered, general, non-scientific literature.

7. *Double-Entry.*

38. From the nature of things, there are very few magazine articles which attempt to deal with more than one subject. Therefore, as compared with books, there will be little pure double entry. In journals of literature other than scientific, however disguised the subject may be under a proverb-like or enigmatical title, the one central theme of the article will be determined on sufficient inspection, *e.g.*, "Paralysers of style" (F. M. Bird: *Lippincott's Monthly Magazine*, 1896, xiii. 280) is an article on defects in literature in its general aspect. But the subject, however clearly stated, will often be complicated by reference to the country or the person to which it relates. These become subjects also: "Japanese architecture": C. T. Mathews, *Architectural Review*, 1896, v. 383. Here the entry must be under JAPAN: *Architecture*, in accordance with Mr. Cutter's rule (*Rules*, p. 48), and also under ARCHITECTURE, *Japanese*, if space permits. I have already (section 28) quoted Mr. Cutter's reason for preferring entry under country than under the name of the subject related to it in catalogues, where space is limited. A case like "Aspects of the Renaissance" (J. M. Stone: *Month*, 1896, lxxxvi. 473; lxxxvii. 207) will need inspection of the text to learn that it deals with the Renaissance in Italy, whilst "Jefferson and Alexander Hamilton in American Educa-

tion" (E. P. Powell: *New England Magazine*, 1896, xiv., 699.) needs entry under JEFFERSON (Thomas); HAMILTON (Alexander); UNITED STATES OF AMERICA (Education), and, if practicable, under EDUCATION (American.)

39. Mr. Cutter sums up the matter of double-entry very well in his Rule III (*Rules*, p. 56), which runs as follows:—"When a considerable number of books might all be entered under the same two or more headings, entry under one will be sufficient with a reference." Taking the example given above—"Japan, Architecture,"—if there be a whole mass of architectural papers, a cross-reference from "Architecture" to "Japan" (Architecture) will be sufficient, but if only one or two there may be advantage in indexing them under ARCHITECTURE (Japanese) as well.

8. *Entries considered as parts of a whole. The need of Cross-References.*

40. Multiple entries of papers treating of essentially one specific subject should be avoided when possible, *e.g.*, ANTIQUITIES and ARCHÆOLOGY for instance, where half a dozen books or papers that have the first of these two words in their title are indexed under ANTIQUITIES, and another half dozen are placed under ARCHÆOLOGY because the authors have used that phrase in their memoirs. This can be avoided by choosing one of the two words for an entry and making a cross-reference to the other. But it is not only in the case of synonymous subject-entries that this discrepancy of entry occurs. To take one instance: "ENGLAND, Castles of": "CASTLES of England." Let it be assumed that we are indexing papers treating on them generally, not dealing with individual buildings, such as the Tower of London, Windsor Castle or Kenilworth Castle. As already mentioned, the preferable entry is

under ENGLAND, *Castles of*, with a cross-reference *from* Castles of England. If there be room, there is no reason against entry of all the papers under CASTLES of England. Only, let everything be entered there, so that all that appears under the one subject-entry be found under the other also. Then again, under ENGLAND, *Castles of*, cross-references should be made to the name of every English castle indexed. And from ANTIQUITIES or ARCHÆOLOGY, whichever of the two terms be chosen, a cross-reference will be needed, "see also under names of castles." It must not be forgotten that some of these papers may be purely architectural, so that although the entry will run, say, "KENILWORTH CASTLE, Architecture of," the subject-entry, "Architecture," needs a cross-reference "See also *Kenilworth Castle*."

41. As cross-references form the connecting link between these disconnected subject-entries, a proper understanding of them is exceedingly important. Blind cross-references are never made deliberately by any indexer possessing a rudimentary knowledge of his work; but they are liable to occur in the indexes of the best compiler if he does not check his entries with great care. Indeed, they may sometimes be due to over-zeal in this matter, for example: "ZOOLOGY (here follow various aspects of the subject), see also *Cat, Dog, Horse, Lion, Rhinoceros, Tiger*," and so forth (I am only giving a few out of many possible cross-references). There may be papers in the index on all those animals, wild and domestic, except one, say *Rhinoceros*. Now, this mistake has probably occurred through some one being told off to compile a list of as many subjects as would likely be included under ZOOLOGY. However time-saving such work may seem, it is clearly on the system of "putting the cart before the horse." The simplest and

safest plan is to adopt the advice given by Mr. Cutter, that is, to refer from the specific to the general, from the general to the more general, and from the more general to the most general.

42. Some are perhaps unaware that more than twenty years ago the shortcomings and advantages of indexing were ably and judicially discussed by a band of American librarians in the *Library Journal* (1878-1880). About the time of the re-commencement of his index under the editorship of Mr. W. I. Fletcher, Mr. Poole was generally taxed with questions as to the method of indexing which his collaborators would be asked to adopt. He insisted on the principle that alphabetical arrangement and not classification in any shape was to be the keynote struck. He went so far as to say that the exigencies of space would make cross-references a secondary consideration, as the common sense of searchers ought to be sufficient to suggest the cognate subjects of a class. In theory at least he was quite right, for although, as he later explained, in his reply to the writers of the "Symposium," he had arranged in the future for a more abundant supply of cross-references, he justly remarked: "After all we do for the reader there is a wide margin left on which he may exercise his intelligence in helping himself." *

43. Cross-references should be grouped alphabetically, either immediately after the main heading and before the sub-headings, or else should follow the sub-entries. There is a great advantage in placing them at the beginning, as the searcher, before he proceeds to the main subject taken simply by itself, at once perceives the extent of all that is cognate or accessory to it. It must also be

* *Library Journal*, 1878, iii., 182.

remembered that the sub-headings frequently need cross-references as well. Such a single illustration as "ENGLAND, *Rivers of:* see also *Thames*" (and all other rivers upon which there is literature should be here mentioned by name if possible), is sufficient to show what is meant.

44. It should be gathered of course that the expression "See also" is used when, after or before the entries are made on the main subject, cross-references are given to allied subjects or divisions of that subject. "ENGLAND, *Rivers of:* see also *Thames*," makes that perfectly clear. The term "See" should only be used when no entry is made under a subject-entry or a sub-heading, but the searcher is directed to consult a synonym or a sub-division; BIRDS, see *Ornithology;* OXEN: Cows see *Cattle;* WEST INDIES, see *Jamaica, Leeward Islands*, etc. (assuming there are no articles on the West Indies as a whole).

45. The value of an alphabetical index, it will therefore be seen, depends largely upon the skilful use of cross-references, which should be made as complete as possible, though to provide them to an illimitable extent is beyond the possibilities of time and space. Their right and plentiful employment, however, in addition to doubling the usefulness of the index, is an important factor in demolishing the arguments, whether shallow or plausible, brought against alphabetical arrangement of subjects—arguments, however, the utterance of which is too often justified by the bad work of indexers.

9. *Form-Entry.*

46. This will play but a small part in indexes of magazine literature. Lists, however, may usefully be made of review articles on works of fiction, dramatic works and

poetical works, under the names of the authors whose productions are thus reviewed. It must be borne in mind, however, that FICTION, DRAMA and POETRY may be subjects as well, these possessing a peculiar attraction to modern critics and writers of appreciations. LITERATURE itself and also CRITICISM are words that may require both form and subject-entry. To make lists under FICTION and POETRY of all the stories and poems that are published in serials would, however, be a waste of time; for most novels and poems that make their first appearance in this fashion undergo subsequent independent publication if their merits demand it.

10. *Arrangement of Subjects and of Sub-Entries.*

47. It has been sufficiently implied in the foregoing pages that indexes to general or universal literature are usually the results of co-operative work. Indeed, indexes to special subjects also cover so extensive a range sometimes as to make it impossible for one person to produce them. The collaborators will receive instructions from a supervising editor on all the points we have been considering. Provided they carry these out consistently the editor's labours will be lightened. The arrangement of subjects and of entries under subjects is the task to which the editor will specially direct himself, unless of course he assists in compiling from some of the magazines and journals that are included in the list for indexing. Whether he will require his collaborators to sort their slips or cards preliminarily must depend upon circumstances; but as all their time will probably be needed for the actual writing of the slips he will find it more economical to

entrust the rough sorting to an assistant capable of arranging all the main entries alphabetically—one who thoroughly understands the meaning of words, and will not confuse entries relating to two or more separate meanings of one subject-word. But, given the time, it will be immensely to the advantage of the editor and his work that he should do as much as possible of the inner arrangement himself. It is to this inner arrangement that I shall chiefly direct my remarks.

48. As already stated, there are two great and useful guides to the contents of periodical literature, the *Review of Reviews Index* and *Poole's Index*. Beyond the main subject-headings, no further alphabetical arrangement is attempted in the *Review of Reviews Index*, but the articles are classified as far as possible. Judged upon the lines we have been advocating, this system certainly transgresses the principles laid down by Poole, Fletcher and Cutter. It can hardly be said that the *Review of Reviews* system is alphabetico-classed; for you may subdivide and subdivide and yet preserve a perfectly alphabetical arrangement. The plan, apparently, upon which the articles are arranged, seems to consist in advancing from the general to the special. To take the wide subject of NATURAL HISTORY as indexed in one of the volumes of the series. First of all there is a classified list of cross-references, then follows "Bibliography," next a collection of general articles on "Natural History," then papers on special ramifications of "Natural History," such as "Marine Life," "Freshwater Life," "Aquariums," "Luminous Animals," "Natural History in the Poets"—all these in the order indicated. The editor of this index has been fascinated by classification and has been caught in its toils.

49. Here, for example, is the arrangement of entries under

FRANCE as adopted in the *Review of Reviews Index* for the year 1900 :—

FRANCE :
Political, Miscellaneous
[Here follow titles of articles]
The Army and Navy. See under Armies, Navies
Finance, Commerce
[Here follow papers]
Railways, [Here follow papers]
Land, Agriculture, Industries
[Here follow papers]
Social Questions, Miscellaneous
[Here follow papers]
Education. See under Education
Incunabula at the Municipal Library, Grenoble
French Literature. See French Literature
Journalism. See under Journalism
French Theatres and the Drama
French Musicians noticed, See Chaminade (Mdlle.) Gounod (Charles)
French Art. See under Art
French Arts and Crafts. See under Arts and Crafts
Paris, Exposition of, 1900. See under Paris
Religion (see also articles under Catholic Church, Monasteries)
[Here follow papers]
Historical, etc.
[Here follow papers]
Descriptive
[Here follow papers]

50. This is an excellent collection of information. There is nothing in it to complain of as regards quantity or

quality, but for the practical purposes of quick reference it is distinctly at fault. Classification has been attempted, but on no particular system; and all the above groups, which to the uninitiated appear to have little order, might with advantage have been placed alphabetically. It should be understood that this criticism applies alone to the arrangement of sub-entries under subject-entries of extent in the *Review of Reviews Index*. For there are numerous subject-entries to which very few, or even but one or two, sub-entries are severally assigned. These naturally can be found speedily under their subject, no matter in what order they are arranged.

51. It is generally known that the arrangement of entries under the subject in *Poole's Index* is rigidly alphabetical. Such was the aim of its founder; and his assistant, Mr. W. I. Fletcher, now the principal editor, has faithfully adhered to the main laws laid down by Mr. Poole. When the first supplement was being started, more than twenty years ago, Mr. Poole, as has already been stated, was the recipient of many suggestions, critical in the main, but courteous. In the course of his reply to the "Symposium,"* Mr. Poole narrated the advice he had received from Mr. Sampson Low (founder of the *English Catalogue*), when he was present at the first Library Conference held in London in 1877. Mr. Low said: "Take, my friend, the advice of a man, eighty-six years of age, who has spent his life in making catalogues and indexes. Don't change the plan of your *Index*, or allow your American friends to change it. It is the best that was ever made. I have used the *Index* ever since it was issued, and am sure the plan cannot be improved, and may be injured."†

* *Library Journal*, 1878, iii. 141. † *Ibid.*, 1878, iii. 180.

52. This advice has been adhered to with unvarying consistency. The following extract, from the entries under FRANCE, although a mere fragment only reaching to C, will serve to show the difference between the two methods.

FRANCE and Algeria
and Austria
and Belgium
and her Colonies
and England
and Russia
Attitude of France
French feeling
Misunderstandings of
Relation of
and Germany
and her new allies
and Italy
Question of
and the Papacy
and Russia: alliance between
in 1893
Industrial alliance between
Instructions to French
Ambassador
Pageantry in politics
and Siam
and Switzerland
Army of
Conscript's views of
Discipline of troops in
colonial conquests
Health experiments in
Attractiveness of
The Bar in
Baring Gould's "Deserts in Southern
By wheel from Havre to Paris
Cabinet crisis

FRANCE (*contd.*) Catholicism and democracy in
Celtic monuments in
Centralization in
and Decentralization in
Chamber of Deputies, Membership of
Church in
and State in
The new grievance of
Coast, defence of
College of
Colonial policy of
Colonies in the East
Questions of
Commercial policy of, Recent
Constitution, Development of Present
Constitutional and Organic laws of
Constitution, Revolution of, in 1895
Criminal Law in
Criminal Procedure in
Currency of

53. If the arrangement be compared with that employed by the *Review of Reviews Index*, the reader will see at once that the *Poole's Index* plan has a definite purpose to fulfil, namely, that of facility of reference. The editor recognises the comparative uselessness of classification in a work of this kind for a searcher who wants to find out a particular fact about France. But, with alphabetical arrangement, whether the information wanted be about the Army, Church, or Constitution, it can be found at once without having to search through a whole mass of literature, arranged on an attempted relative system that is far from clearly defined.

54. Method of arrangement is governed by strict considerations of space. So much of the title is quoted as sufficiently defines the scope of the article, and in most instances the subject-word comes first to catch the eye, as will be seen, *e.g.*, "*Coast*, Defence of." Sometimes an

adjective more fitly expresses the subject: "*Colonial* policy," followed shortly by "*Commercial* policy." "*Constitutional* and Organic Laws of," with "Criminal Law in" coming almost immediately after. "Colonies" and "Commerce," "Constitution" and "Crime" are here manifestly uppermost in the thoughts of the writers of those articles, so that "Policy" and "Law" being subordinate in idea, sub-entry is not made under those subjects.*

55. The one form of entry to which exception must be taken in *Poole's Index* is alphabetical arrangement under title-entry when that word is not expressive of the subject. "By wheel from Havre to Paris" had better have been entered:

France
Bicycling in—By wheel from Havre to Paris.
or
Wheeling in—By wheel from Havre to Paris.

If the bicycling was no point of interest whatever, but the country traversed was the general theme, the arrangement would be:—

France
Havre to Paris. By wheel from.

56. One more point calls for notice. It may be asked: Why is there any alphabetical arrangement under the word "and"?

France and the Papacy
and Russia
and Siam
and Switzerland
[then followed by]:
Army of

* As stated above, it is the names of the *sciences* more especially that it seems mistaken to separate alphabetically under the adjectives which modify them, for in this department stability of nomenclature is so important. I add this note with the view of preventing any misunderstanding.

The answer is: Because such an arrangement is the simplest, clearest, and most expressive. The meaning conveyed by "France" followed by "and" is perfectly plain. Therefore, facts relating to France is its connection with other countries or localities will be looked for at the beginning of the list under the word "and," which expresses those relations. It may not be, properly speaking, *arrangement of entries under a subject-name alphabetically*, but

France: Papacy
France and the Papacy
Russia
France and Russia

would be cumbrous, and this mode of entry would require half as much again of space where space is limited.

57. There is yet another method of arrangement which (given the advantages of space, time and money) should be employed in indexing the contents of journals in large libraries. It did not originate in a general library, but in a large special institution—the Library of the Surgeon-General's Office, Washington. The *Index-Catalogue* to that library is a veritable model to workers; its founder being Dr. John S. Billings, now director of the Public Libraries of New York City. The comparatively limited nature of its scope prevents this masterpiece of bibliography and of indexing becoming widely known, so for the benefit of those unacquainted with the general scheme of the *Index-Catalogue*, a few brief outlines may be given.

58. There is no division of authors and subjects. Both are in one alphabet. Interspersed among the regular bibliographical title-entries of authors are found the great subject-entries. Beneath these the sub-entries (the various *aspects* of the subject) are arranged in the

main* alphabetically. Following each sub-entry is to be found (1) a list of books, if there be any on that aspect of the subject, arranged alphabetically under the author's name; (2) what is our present concern—a list of all articles, on the point in question, to be found in volumes of journals contained in the library: this is also arranged alphabetically† under the authors' names, the *whole* title of each article being given, together with the date, number of volume, and page.

59. The subject-entries *Air* and *Water* will be convenient examples of arrangement followed in the *Index-Catalogue*.

Air:
Air (Analysis of)
Air (Bacteriology of)
Air (Chemistry of)
Air (Cooling of)
Air (Deglutition of)
Air (Effects of and as a cause of disease)
Air (Effects of, on wounds)
Air (Expired)
Air (Filtration of)
Air (Ground). See *Ground Air.*
Air (Impurities of)
Air (Micro-organisms in)
Air (Moistening of)
Air (Moisture of)
Air (Pressure of)
Air (Purification of)
Air in the blood
Air in the body
Air as a remedy
Air in ships. See *Air* (Chemistry of)
Air in the veins
Air (Compressed and rarefied)
Air (Compressed and rarefied, as a remedy)
Air (Sea). See also *Baths* (Sea); *Sea-Climate*

Water (Analysis of)
Water (Bacteriology, Organisms, and Microscopy of)
Water (Chemistry and Examination of)
Water (Contamination of). See *Lead-pipes*; *Water* (Hygiene of)

* Where this cannot be done—for technical or scientific reasons—due explanation is made in the introduction to the Catalogue.

† *The question* of this arrangement is discussed in Section 60. *(See also Sections 95, 96.)*

Water (Filtration of). See *Water* (Purification of)
Water (Hygiene and impurities of and as a cause of disease)
Water (Hypodermic use of)
Water (Impurities of)
Water (Lead contamination of). See *Lead-pipes.&c.*
Water (Preservation of). See *Water* (Hygiene of)
Water (Purification of)
Water (Supply of)
Water (Supply of, by localities)
Water as a remedy
Water as a remedy (Surgical uses of)
Water (Cold, Accidents from)
Water (Distilled)
Water (Potable)
Water (Sea). See *Sea-waters.*
Water (Stagnant)
Water (Subsoil)
Water (Warm or hot).

An examination of the tables just quoted shows that the aspects of Air and Water form one alphabet of sub-entries: the relations of Air and Water to other subjects a second, and the different kinds of Air and Water a third alphabet.

60. The arrangement adopted in *Poole's Index* of using as much as need be of the title itself as a sub-entry is excellent in an abridged compilation of that nature where space is valuable. It is not possible to repeat the title in correct bibliographical fashion, and all that can be given as a reference are the author's name, the abbreviated title of the journal, and the date, the volume, and the page. When, however, the literature for a whole series of years is being indexed, or all the articles in the journals and periodicals of a great library, the plan of the *Index-Catalogue* is by far the best: that is, a whole set of articles have their titles given in full, and they are grouped under the subject or subjects, or sub-divisions of those subjects, that their titles severally denote. It is said above that the arrangement of articles on one subject, or aspect of a subject, is alphabetical in the *Index-Catalogue.* The reason for this, we assume, is that, as the articles are catalogued *under the subjects alone*, and *there is no* separate author-entry of these papers, searchers

would consider it more, or equally, important to find *who* wrote on a particular subject than what was written, and when it was written. But were there independent alphabetical author-entry of articles, after the fashion of the Royal Society's *Catalogue of Scientific Papers*, this alphabetical arrangement under subject-heading would be entirely unnecessary. The first demand of the scientific research-maker is the *latest* literature: the earlier or historical work may be useful, and in some cases necessary to him. If he wants it he knows where to find it—at the beginning. And it is a little open to question whether this plan of chronological arrangement of an assembly of articles on one subject would not be useful in all departments of literature, provided the articles have separate author-entry.

Summary.

61. A perfect index to periodical literature should consist, therefore, as follows:—

(1) Of entry of all the articles under the authors' names, alphabetically.

(2) Of entry of these articles again under the authors' names, under the subjects and sub-divisions of subjects of which they treat.

(3) Of entry of the subjects alphabetically and—most important—of their sub-divisions alphabetically, with any clearly defined and simple modification.

(4) The whole index to be in *one great alphabet.*

Such work, however, will never be carried out in its useful entirety till governments recognise the importance sufficiently to make annual grants for its assistance, or wealthy private donors can be similarly induced to endow it with funds that will provide an income to make the work independent of that broken reed—the subscription system.

CHAPTER III.

INDEXES TO SPECIAL PERIODICAL LITERATURE.

62. We have now to regard Indexing from quite another standpoint. Hitherto we have been assuming it to be undertaken from a co-operative point of view, as in the case of *Poole's Index* and also in that of the *Review of Reviews*. In special work, the greater the magnitude of the task, as in the instance of Science as a whole, and any large divisions of Science, the more likely it is that co-operative effort will be required, but speaking generally special indexes are the result of individual effort. It is my principal object to show how these contradictory methods, the natural result of several minds working on no fixed or settled plan, may be avoided. No space, therefore, will be wasted on detailing these inconsistencies, for the reader's and student's interests will be better served by the more positive method of pointing out how to index on a fixed system. As in the previous chapter, a few practical illustrations will be given to demonstrate the argument.

63. The ground may be cleared somewhat by stating that all the principles laid down for guidance in compiling indexes to general periodical literature apply equally in the following sections, and it need not be said that a careful study of Cutter's *Rules*, in connection with such commentaries and amplifications as I made in regard to them, should not be overlooked.

1. If a large set of journals relating to one great subject—any division of Science such as Botany, Chemistry, or Geology, or to take other departments of knowledge, Law, History, or Geography—be indexed, the plan adopted will be the briefer form of *Poole's Index*, or the lengthened form of the *Surgeon-General's Index-Catalogue*.

2. If the annual contents of one journal be indexed, or the cumulative contents of so many volumes of it, entry will be made (*a*) under the author's name, (*b*) under the subjects of the title, arrangements of the sub-entries being in strict alphabetical order, thus :

Germany :
Aachen, Municipal Library, 346.
Bremen Municipal Library, 346.
Charlottenburg People's Library, 344.
Cologne Municipal Library, 345. *

64. The following are examples of the indexing of cumulative contents :

Edgar, King.
Canons of, viii., 22.
Charter to Ramsey Abbey, xiv., 154.
Gives Land at Seireburn to Church at York, i., 171 (*a*) (*b*), 190 (*c*).
Flint and Stone Implements :
From
Roundway, Wiltshire, xliii., 423, 429.
Rudstone, Yorkshire, xliii., 419, 426.
Saint Acheul, France, xxxix., 83, 84.
Scalby, Yorkshire, xxx., 459.
Scarborough, Yorkshire, xxx., 461.
Scotland, ii., 119.
Shelford, Great, Berkshire, xliii., 420.†

In the first quotation it will be seen that after the sub-entry the page only is given ; in the second and third the sub-entries are, of course, followed by the volumes, and then by the pages in those volumes, as the index is a cumulative one.

* *The Library*, 1st Series, 1898, x., 407 (Index).

† Index to the *Archæologia*, Vols. I.—L., 1889, pp. 237, 269. —The Roman numerals refer to the volumes of the series, the Arabic to the pages in each volume.

65. There is another method of entry, chiefly used in indexes to scientific journals, of which the following is an example :

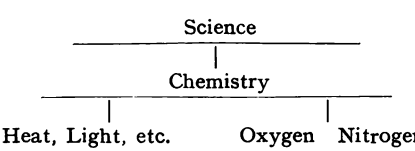
Crookes (Sir W.), Radio-Activity and the Electron Theory, 413
Electron Theory and Radio-Activity (Crookes), 413.
Radio-Activity and the Electron Theory (Crookes), 413.

The value of this plan consists in the invariable insertion of the author's name in a parenthesis before the page reference. Those who are looking up the subject of the electron theory, and who believe that Sir William Crookes has a communication on it, will be saved the trouble of referring to his name, although the title of the paper is only entered under his name as author. Small aids of this description, it is needless to say, considerably enhance the value of an index, and it is much to be desired that this insertion of the author's name after the subject-entry, or its sub-entry, be extended to all kinds of special indexes.

65A. Such is a bare outline of the form that the indexing journals, dealing with special subjects, should take. It need hardly be said that the essential points, which have been emphasized earlier in this work, must be most carefully observed, namely (*a*) specific entry, and avoidance of classification wherever possible, (*b*) careful choice of the word to be selected as subject, (*c*) decision as to the necessity of double-entry, and the possibility of dispensing with it, (*d*) the plentiful, but discerning, use of cross-references, and (*e*) arrangement of subjects, whether main or subordinate entries. To what extent this will tax the ability or ingenuity of the indexer, must depend entirely on the range of the work he has in hand. If the journal be of a very special nature the vocabulary will be restricted; if it cover a very wide theme, it may be enormously

extended. And it must always be borne in mind that frequently, no matter how technical may be the terms generally requiring indexing in any journal dealing with a special subject, a number of names, other than technical, will require indexing also. Geology, Botany and Zoology, will make considerable demands on the indexer's geographical knowledge, and, conversely, if it be an account of recent discoveries in Geography that is being indexed, that account will probably involve terms dealing, not with one or two, but with many sciences; all of these will test the indexer's ability.

66. It must be remembered that the "subject" may itself be a "class," with a host of included subjects. In a magazine of general literature, like the *Review of Reviews* or the *Nineteenth Century and After*, there may be a paper on the advances of Science in its widest application; in a scientific magazine you may find a paper treating generally of Chemistry (of course, only in the superficial or leading article style). In a journal devoted to Chemistry are necessarily to be found papers on Chemistry in all its aspects, whether these deal with the general powers and property of matter, elementary substances, or compounds. We see, therefore, the descending scale from classification through sub-class to species, thus :—



But each word is capable of standing by itself as a subject, with the cross-references backward from *Heat* or *Oxygen* to *Chemistry*, and from *Chemistry* to *Science*.

67. A little reflection will make it clear that any attempt

to go through the whole department of human knowledge and give detailed rules for the indexing of journals dealing with each particular aspect of General Science, Fine and Useful Arts, Philosophy and History, would be a work of impossibility. The most that will be essayed in the following pages will consist in taking one or two of the leading classes into which all knowledge is divided, explain their several peculiarities of nomenclature so far as subject-indexing is concerned, and show how these peculiarities fit in with the general principles which have already been laid down in Chapter II.

CHAPTER IV.

INDEXING OF BOOKS.

68. HITHERTO we have been considering methods of indexing the contents of journals. Granting that the nature of a single communication is sufficiently shown by its title, we have only to examine that title and select from it such subject-headings for entry as succinctly denote its scope. We have seen, however, that the title alone cannot always be taken for granted as indicating the true subject of a paper, and that to make sure of this subject it is not only safer, but generally imperative, to scan the contents of the article itself.

69. But book-indexing requires more than this. Not only have the chapters or sections to be examined, but every paragraph demands inspection. This inspection should lead us to determine what facts are essential for indexing and what are not; what are the really important expressions of opinion by the author; what

allusions to places or individuals will be of value for entry or which of them may with safety be omitted. No absolute law of uniformity can be laid down, but the best principle to act upon will be Mr. Cutter's division of catalogues and indexes into "long" and "medium." The "short" style in book-indexing should be employed very sparingly.

70. The directions which follow are chiefly, although not wholly, devoted to the choice of subject-entries out of the matter under the indexer's consideration. Marginal notes and sectional headings, when given, are of service, but they should not be exclusively relied upon. The indexer should carefully survey every, section, paragraph, and even every sentence, lest some hidden matter of importance should escape.

71. As an illustration of the method proposed, the following extract from Mr. Walter Pater's *Essay on Style* is given. The entries here assume the form of a running commentary in columns parallel with that of the text itself. This is to be considered as an example of "full" indexing.

STYLE.

72. Since all progress of mind consists for the most part in differentiation, in the resolution of an obscure and complex object into its component aspects, it is surely the stupidest of losses to confuse things which right reason has put asunder, to lose the sense of achieved distinctions, the distinction between poetry and prose, for instance, or, to speak more

Poetry,
distinction between poetry and prose not to be lost sight of.

Prose,
distinction between poetry and prose not to be lost sight of.

exactly, between the laws and characteristic excellences of verse and prose composition. On the other hand, those who have dwelt most emphatically on the distinction between prose and verse, prose and poetry, may sometimes have been tempted to limit the proper functions of prose too narrowly; and this again is at least false economy, as being, in effect, the renunciation of a certain means or faculty, in a world where after all we must needs make the most of things. Critical efforts to limit art *a priori* by anticipations regarding the natural incapacity of the material with which this or that artist works, as the sculptor with solid form, or the prose-writer with the ordinary language of men, are always liable to be discredited by the facts of artistic production; and while prose is actually found to be a coloured thing with Bacon, picturesque with Livy and Carlyle, musical with Cicero and Newman, mystical and intimate with Plato and Michelet and Sir Thomas Browne, exalted or florid, it may be, with Milton and Taylor, it will be useless to protest that it can be nothing at all, except something very tamely and narrowly

Prose,
functions must not be limited too narrowly.

Prose,
style of
Bacon, coloured.
Browne, Sir T., mystical.
Carlyle, picturesque.
Cicero, musical.
Livy, picturesque.
Michelet, mystical.
Milton, exalted.
Newman, musical.
Plato, mystical.
Taylor, exalted.

Bacon, prose style, coloured.

Browne, Sir T., prose style mystical and intimate.

Carlyle, Thomas, prose style, picturesque.

Cicero, M. Tullius, prose style, musical.

Livy, prose style, picturesque.

Michelet, prose style, mystical and intimate.

confined to mainly practical ends—a kind of "good round-hand"; as useless as the protest that poetry might not touch prosaic subjects as such with Wordsworth, or an abstruse matter as with Browning, or treat contemporary life nobly as with Tennyson. In subordination to one essential beauty in all good literary style, in all literature as a fine art, as there are many beauties of poetry so the beauties of prose are many, and it is the business of criticism to estimate them as such; as it is good in the criticism of verse to look for those hard, logical and quasi-prosaic excellences which that, too, has or needs. To find in the poem, amid the flowers, the allusions, the mixed perspectives, of *Lycidas*, for instance, the thought, the logical structure, how wholesome! how delightful! as to identify in prose what we call the poetry, the imaginative power, not treating it as out of place and a kind of vagrant intruder, but by way of estimate of its rights, that is of its achieved powers there.

Dryden, with the characteristic instinct of his age, loved to emphasise the distinction between poetry and prose, the protest against their

Milton, prose style, exalted or florid.
Newman, Cardinal, prose style, musical.
Plato, prose style, mystical and intimate.
Taylor, Jeremy, prose style, exalted and florid.

Poetry,
  functions
    extended to treatment of abstruse matter (Browning).
    contemporary life (Tennyson).
    prosaic subjects (Wordsworth)
Abstruse matter treated in poetry of Browning.
Contemporary life treated in poetry of Tennyson.
Prosaic subjects treated in poetry of Wordsworth.
Browning, Robert, deals with abstruse matter in his poetry.
Tennyson, Lord, contemporary life treated in his poems.
Wordsworth, William, prosaic subjects touched on in his poems.
Prose,
  beauties to be estimated as many.
Poetry,
  logical and quasi-prosaic excellences.
  See also *Lycidas*.

Lycidas,
  logical structure in.
Prose,
  poetry, or imaginative power, not an intruder in prose.
Poetry,
  characteristics rightly imparted to prose.

Dryden,
  emphasised distinctions between poetry and prose.
Poetry
  distinctions between poetry and prose emphasised by Dryden.

confusion with each other coming with somewhat diminished effect, from one whose poetry was so prosaic. In truth his sense of prosaic excellence affected his verse rather than his prose, which is not only fervid, richly figured, poetic, as we say, but vitiated, all unconsciously, by many a scanning line. Setting up correctness, that humble merit of prose, as the central literary excellence, he is really a less correct writer than he may seem, still with an imperfect mastery of the relative pronoun. It might have been foreseen that, in the rotations of mind, the province of poetry in prose would find its assertor; and, a century after Dryden, amid very different intellectual needs, and with the need therefore of great modification in literary form, the range of the poetic force in literature was effectively enlarged by Wordsworth. The true distinction between prose and poetry he regarded as the almost technical or accidental one of the absence or presence of metrical beauty, or, say! metrical restraint; and for him the opposition came to be between verse and prose of course; but as the essential dichotomy in this matter, between

Prose.
distinctions between poetry and prose emphasised by Dryden.
Dryden
his sense of prosaic excellence affected his verse rather than his prose.
Verse of Dryden affected by his sense of prosaic excellence.
Dryden,
prose style fervid and vitiated by scanning lines.
Prose,
style of Dryden fervid and vitiated by scanning lines.
Correctness,
humble merit, not central literary excellence of prose.
Prose,
correctness, humble merit of, not central literary excellence.
Dryden,
mistaken in considering correctness central literary excellence of prose.
Wordsworth,
poetic force in literature enlarged by him.
Literature,
poetic force in literature effectively enlarged by by Wordsworth.
Poetry,
force of poetry in literature effectively enlarged by Wordsworth.
Poetry,
distinction between poetry and prose consists in absence or presence of metrical beauty, according to Wordsworth.
Prose,
distinction between prose and poetry consists in absence or presence of metrical beauty, according to Wordsworth.
Wordsworth, William,
metrical beauty, absence or presence regarded by him as true distinction between poetry and prose.
De Quincey,
made a distinction between the literature of power and the literature of knowledge.

imaginative and unimaginative writing, parallel to De Quincey's distinction between "the literature of power and the literature of knowledge," in the former of which the composer gives us not fact, but his peculiar sense of fact, whether past or present.

Power,
literature of power presents composer's sense of fact.
Knowledge,
literature of knowledge presents fact
Sense of fact,
distinguished from fact.
Fact, distinguished from sense of fact.
Literature of power presents composer's sense of fact.
Literature of knowledge presents fact.

73. Having completed our entries the next thing to do is to arrange them alphabetically, in the following manner :—

ABSTRUSE MATTER
Treated in poetry of Browning.
BACON (Francis, Lord)
Prose style coloured.
BROWNE, Sir Thomas
Prose style mystical and intimate.
BROWNING, Robert
Dealt with abstruse matter in his poems.
CARLYLE, Thomas
Prose style picturesque.
CICERO, M. Tullius
Prose style musical.
CONTEMPORARY LIFE
Treated in poetry of Tennyson.
CORRECTNESS
Humble merit, not central literary excellence of prose.
DE QUINCEY, Thomas
Made a distinction between the literature of power and the literature of knowledge.
DRYDEN, John
Emphasized distinction between poetry and prose,
His sense of prosaic excellence affected his verse rather than his prose.
Mistaken in considering correctness central literary excellence of prose.
Prose style fervid and vitiated by scanning lines.

FACT
Distinguished from sense of fact.

KNOWLEDGE.
Literature of knowledge presents facts.

LITERATURE
Of knowledge presents facts.
(See also preceding entry.)
Of power, presents composer's sense of fact.
Poetic force in literature effectively enlarged by Wordsworth.

LIVY
Prose style picturesque.

"LYCIDAS"
Logical structure in.

MICHELET,
Prose style mystical and intimate.

MILTON, John
Prose style exalted and florid.

NEWMAN, Cardinal
Prose style musical.

PLATO
Prose style mystical and intimate.

POETRY
Characteristics rightly imparted to prose.
Distinction between poetry and prose consists in absence or presence of metrical beauty according to Wordsworth.
Distinction between poetry and prose emphasized by Dryden.
Distinction between poetry and prose not to be lost sight of.
Force of poetry in literature effectively enlarged by Wordsworth.
Functions extended to treatment of
Abstract matter (Browning).
Contemporary life (Tennyson).
Prosaic subjects (Wordsworth).
Logical and quasi-prosaic excellences.
See also *Lycidas*.

PROSAIC SUBJECTS
Treated in poetry of Wordsworth.

PROSE
Beauties to be estimated as many.
Correctness, humble merit, not literary excellence of
Distinction between poetry and prose consists in absence or presence of metrical beauty according to Wordsworth.
Distinction between poetry and prose emphasized by Dryden.
Distinction between poetry and prose not to be lost sight of.
Functions must not be limited too narrowly.
Poetry or imaginative power not an intruder in prose.
Style of
Bacon, coloured.
Browne, Sir T., mystical.
Carlyle, picturesque.
Cicero, musical.
Dryden, fervid and vitiated by scanning lines.
Livy, picturesque.
Michelet, mystical.
Milton, exalted.
Newman, musical.
Plato, mystical.
Taylor, Jeremy, exalted.
SENSE OF FACT
Distinguished from fact.
TAYLOR, Jeremy
Prose style exalted and florid.
TENNYSON, LORD
Contemporary life treated in his poems.
VERSE
Of Dryden affected by his sense of prosaic excellence.
WORDSWORTH, William
Metrical beauty, absence or presence, regarded by him as true distinction between poetry and prose.
Poetic force in literature enlarged by him.
Prosaic subjects touched on in his poems.

Remarks.

74. As the object of the foregoing example of indexing has been that of giving a practical demonstration how to

select subject-headings and how to arrange their sub-entries I have not affixed the original page-references ; besides, the method of quotation of the passage indexed would have made this difficult. In practice, however, the page-references or folios must be most accurately given, and time spent checking them will not be wasted. It should be stated distinctly at the head of the index whether the references are to pages, or sections. Where numbered sections occur, these should invariably be the references given. When this is not possible it may be found desirable to imitate the *Encyclopædia Britannica* and (in the case of works with large pages) specify the position by the use of italic letters, *a* standing for the first quarter page, and so on.

74A. It is most important that when the name of an author or authority appears as a heading, the fact about him, the opinion he held, or the statement for which he was responsible—any one of which may be given in the text—should follow his name in brief in the index. Names with page-references only following are of little service. (See also Section 9).

75. Only one passage of the essay has been indexed, but that selected is connected and comprehensive. It may be doubted whether in practice it will be found possible to make so large a number of entries over so comparatively small an amount of text, but it is certainly an ideal that should be aimed at. The whole essay is on the subject of " Style," therefore the subject-heading " Style " has been excluded, but everything *about* it has been carefully included. I have not spared repetition of sub-headings, as the substitution of dashes and inverted commas often only causes confusion, and results in no saving of expense in printing.

76. As afurther example the following may be given as showing how, from unsuspected material, most important information may be made accessible by means of an adequate index. The passage selected is taken from Kingsley's essay "The Fens," which is now included in his volume of *Prose Idylls*.*

To do that rightly and describe how the Fen came to be, one must go back, it seems to me, to an age before all history; an age which cannot be measured by years or centuries; an age shrouded in mystery, and to be spoken of only in guesses. To assert anything positively concerning that age or ages would be to show the rashness of ignorance. "I think that I believe," "I have good reason to suspect," "I seem to see," are the strongest forms of speech which ought to be used over a matter so vast, and as yet so little elaborated.

Antiquity of the Fens

Date of geological origin of Fens cannot be fixed or stated in terms of time.

"I seem to see," then, an epoch after those strata were laid down with which geology generally deals; after the Kimmeridge clay, Oxford clay and Gault clay, which form the impervious bedding of the Fens with their intermediate beds of coral rag and green sand, had been deposited; after the chalk had

* *Prose Idylls, New and Old*, 8vo. London, 1889, p. 92, *et seq.*

been laid on the top of them, at the bottom of some ancient ocean; after (and what a gulf of time is implied in that last "after"!) the boulder clay (coeval with the "till" of Scotland) had been spread out in the "age of ice" on the top of all; after the whole had been upheaved out of the sea, and stood about the same level as it stands now: but before the great valley of the Cam had been scooped out and the strata were still continuous, some 200 feet above Cambridge and its colleges, from the top of the Gogmagogs to the top of Madingley Rise.

Geological era of origin of Fens.

In those ages, while the valleys of the Cam, the Ouse, the Nene and the Welland, the Glen and the Witham, were sawing themselves out by no violent convulsions, but simply, as I believe, by the same slow action of rain and rivers by which they are sawing backward into the land even now, I "seem to see" a time when the Straits of Dover did not exist—a time when a great part of the German Ocean was dry land. Through it, into a great estuary between North Britain and Norway, flowed together all the rivers of North-eastern Europe—Elbe, Weser, Rhine, Scheldt, Seine,

Great Britain, former continuity with Continental Europe.

Europe (Continental), former continuity with Great Britain.

German Ocean, formerly dry land or marshland. Estuary between North Britain and Norway formerly received rivers of North-eastern Europe.

North Britain, Estuary between North Britain and Norway formerly received rivers of North-eastern Europe.

Norway, estuary between North Britain and Norway formerly received rivers of North-eastern Europe.

Thames, and all the rivers of East England as far north as the Humber.

And if a reason be required for so daring a theory, first started, if I recollect right, by the late lamented Edward Forbes, a sufficient one may be found in one look over a bridge, in any river of the East of England. There we see various species of *Cyprenidæ*, "rough" or "white" fish, roach, dace, chub, bream and so forth, and with them their natural attendant and devourer, the pike.

Now these fish belong almost exclusively to the same system of rivers—those of north-east Europe. They attain their highest development in the great lakes of Sweden. Westward of the Straits of Dover they are not indigenous. They may be found in the streams of south and western England, but in every case, I believe, they have been introduced either by birds or men. From some now submerged "centre of creation" (to use poor Edward Forbes's formula), they must have spread into the rivers where they are now found; and spread by fresh water, and not by salt, which would destroy them in a single tide.

Again, there lingers in the Cam,

Europe (North-eastern),
rivers of North-eastern Europe formerly flowed into estuary between North Britain and Norway.
Rivers,
of Europe (North-eastern) See *Europe* (North-eastern), Rivers of.
Forbes, Edward, probable originator of theory of former continuity of Great Britain with continental Europe.
Great Britain,
former continuity with continental Europe; theory probably first started by Edward Forbes.
Europe (Continental),
former continuity with Great Britain; theory first started by Edward Forbes.
Fish, "Rough" or "White." See *Cyprenidæ*.
Cyprenidæ,
being indigenous to rivers of East of England and North-eastern Europe.
proof of former continuity of Great Britain with continental Europe.
Great Britain,
former continuity with continental Europe; proofs of the theory.
See similar entry under *Europe* (Continental).
Europe (Continental),
former continuity with Great Britain.
proofs of the theory.
Burbot being indigenous to rivers of East of England and North-eastern Europe.
Community of many forms of *Entomostraca* to estuaries of East of England and of Holland.
Cyprenidæ being indigenous to rivers of East of England and North-eastern Europe.
Frog (edible) being present at Foulmire, possible proof.
Shells of freshwater tortoise being discovered at Wretham Mere.
Tit (bearded) being indigenous to marshes of East of England, Russia and Prussia.

and a few other rivers of North-eastern Europe that curious fish, the eel-pout or "burbot" (*Molva lota*). Now, he is utterly distinct from any other fresh-water fish of Europe. His nearest ally is the ling (*Molva vulgaris*), a deep-sea fish, even as his ancestors have been. Originally a deep-sea form, he has found his way up the rivers even to Cambridge, and there remains. The rivers by which he came up, the land through which he passed, ages and ages since, have all been swept away; and he has never found his way back to his native salt water, but lives on in a strange land, degraded in form, dwindling in numbers, and now fast dying out. This explanation may seem strange; but it is the only one which I can offer to explain the fact—which itself is much more strange—of the burbot being found in the Fen rivers.

England (East of),
  Rivers.
    Cyprenidæ indigenous to
Europe (North-eastern)
  Rivers.
    Cyprenidæ indigenous to.
Rivers of Eng and (Eat)
  See *England* (East) Rivers of.
Rivers of Europe (North-eastern). See *Europe* (North-eastern) Rivers of.
Burbot,
  indigenous to rivers of East of England and North-eastern Europe,
    proof of theory of continuity of Great Britain with Central Europe.
Eel-pout. See *Burbot.*
Molva lota. See *Burbot.*
England (East)
  Rivers.
    Burbot indigenous to
Europe (North-eastern)
  Rivers.
    Burbot indigenous to.

Another proof may be found in the presence of the edible frog of the continent at Foulmire, on the edge of the Cambridge Fens. It is a moot point still with some whether he was not put there by man. It is a still stronger argument against his being indigenous that he is never mentioned as an article of

Frog (edible)
  presence at Foulmire possible proof of continuity of Great Britain with Continental Europe.
Foulmire (Cambridge Fens)
  edible frog possibly indigenous at.
Cambridge District (Fens of)
  See *Foulmire.*

food by the mediæval monks, who would have known—Frenchmen, Italians, Germans, as many of them were—that he is as dainty as ever was a spring chicken. But if he be indigenous, his presence proves that once he could either hop across the Straits of Dover, or swim across the German Ocean.

But there can be no doubt of the next proof—the presence in the Fens (where he is now probably extinct) and in certain spots in East Anglia, which I shall take care not to mention, of that exquisite little bird, the bearded tit (*Calamophilus biarmicus*). Tit he is none; rather it is said, a finch, but connected with no other English bird. His central home is in the marshes of Russia and Prussia; his food the molluscs which swarm among the reed-beds where he builds; and feeding on those from reed-bed to reed-bed, all across what was once the German Ocean, has come the beautiful little bird, with long tail, orange tawny plumage and black moustache, which might have been seen, forty years ago, in hundreds on every reed-road of the Fens.

One more proof—for it is the heaping up of facts, each minute by

Tit (Bearded)
indigenous to marshes of East of England, Russia and Prussia, proof of former continuity of Great Britain with Continental Europe.
Calamophilus biarmicus.
See Tit (Bearded).
Tit (Bearded)
belongs to Finch not Tit tribe.
Finch tribe
Bearded Tit a member of
England (East)
Marshes of,
Bearded Tit indigenous to.
Russia
Marshes of.
Bearded Tit indigenous to.
Prussia,
Marshes of.
Bearded Tit indigenous to.

itself, which issues often in a sound and great result. In draining Wretham Mere, in Norfolk, not so very far from the Fens, in the year 1856, there were found embedded in the peat moss (which is not the Scotch and Western Highland *Sphagnum palustre* but an altogether different moss, *Hypnum fluitans*) remains of an ancient lake-dwelling supported on piles. A dwelling like those which have lately attracted so much notice in the lakes of Switzerland, like those which the Dyaks make about the ports and rivers of Borneo; dwellings invented, it seems to me, to enable the inhabitants to escape not wild beasts only, but malaria and night frosts; and perched above the cold and poisonous fogs, to sleep, if not high and dry, at least high and healthy.

In the bottom of this mere, were found two shells of the fresh-water tortoise, *Emys lutaria*, till then unknown in England.

These little animals, who may be seen in hundreds in the meres of Eastern Europe, sunning their backs on the fallen logs, and diving into the water at the sound of a footstep, are eaten largely in Continental capitals (as is their cousin the

Wretham Mere,
Lake-dwelling found embedded in peat moss of.
Lake-dwelling,
found embedded in peat-moss of Wretham Mere.
Moss: See *Peat-Moss*.
Peat-moss
of Wretham Mere.
Lake dwelling found embedded in.
Peat-moss
of Wretham Mere derived from *Hypnum fluitans* not *Sphagnum palustre*.
Hypnum fluitans,
origin of peat-moss of Wretham Mere.
Sphagnum palustre not the origin of the peat-moss of Wretham Mere.
Lake-dwelling,
purpose of lake-dwellings.

Wretham Mere,
Discovery of shells of fresh-water tortoise (*Emys lutaria*) in Wretham Mere, proof of former continuity of Great Britain with Continental Europe.

Tortoise (Freshwater)
(*Emys lutaria*) Indigenous to meres of Eastern Europe.

Europe (Eastern)
Meres of
Fresh-water tortoise indigenous to.

Mere: See Europe (Eastern)
Meres of: Wretham Mere.
Emys lutaria. See *Tortoise* (Freshwater).

terrapin, *Emys picta*, in the Southern States). They may be bought at Paris, at fashionable restaurants. Thither they may have been sent from Vienna or Berlin ; for in North France, Holland, and North-west Germany they are unknown. A few specimens have been found buried in peat in Sweden and Denmark, and there is a tale of a live one having been found in the extreme south part of Sweden some twenty years ago. In Sweden then, as into England, the little fresh-water tortoise had wandered, as to an extreme limit, beyond which the change of climate, and probably of food, killed him off.

But the *Emys* which came to the Wretham bogs, must have had a long journey ; and a journey by fresh-water, too. Down Elbe, or Weser, he must have floated, ice-packed, or swept away by flood, till somewhere off the Doggerbank, in that great network of rivers which is now open sea, he or his descendants turned up Ouse or Little Ouse, till they found a mere like their old Prussian one, and there founded a tiny colony for a few generations, till they were eaten up by the savages of the table-dwelling,

Tortoise (Freshwater)
Geographical distribution.

Tortoise (Freshwater)
Denmark, Sweden and East England extreme limits of habitat.

Denmark,
Extreme limit of habitat of freshwater tortoise.

Sweden,
Extreme limit of habitat of freshwater tortoise.

England (East),
Extreme limit of habitat of freshwater tortoise. See also *Wretham Mere.*

Tortoise (Freshwater),
Discovery of its shells at bottom of Wretham Mere, proof of former continuity of Great Britain with Continental Europe.

Tortoise (Freshwater)
Probable course taken in transmigration from East Europe to East of England.

Europe (Eastern)
Transmigration of freshwater tortoise from.

England (East)
Transmigration of freshwater tortoise from Eastern Europe to.

Wretham Mere,
How the freshwater tortoise arrived there.

Wretham Mere
Why the freshwater tortoise became extinct there

Tortoise (Freshwater)
Why it became extinct at Wretham Mere.

or died out as many a human family has died out—because they found the world too hard.

And lastly, my friend Mr. Brady, well-known to naturalists, has found that many forms of *Entomostraca* are common to the estuaries of the East of England, and to those of Holland.

It was thus necessary, in order to account for the presence of some of the common animals of the fen, to go back to an epoch of great remoteness.

Brady, A.
Discoveries that many forms of *Entomostraca* are common to estuaries of East of England and of Holland.
Entomostraca,
Community of many forms to estuaries of East of England and of Holland, proof of former continuity of Great Britain with Continental Europe.
Holland, Estuaries
Possess many forms of *Entomostraca* similar to those found in estuaries of East of England.
Estuaries.
See *England* (East) Estuaries. *Holland*, Estuaries.
England (East)
Estuaries,
possess many forms of *Entomostraca* similar to those found in estuaries of Holland.

77. *Remarks.*—In the first two or three paragraphs of the passage just quoted and indexed it will be noticed that the language is mainly picturesque, or illustrative, for the purpose of driving home to the reader the *fact* of the antiquity of the fens; the *proposition* that their date of geological origin cannot be fixed in terms of mere time; and the *deduction* as to the geological era of their origin. These are the main points and alone require indexing, as it will be seen has been done.

78. Next is brought forward the theory that Great Britain was formerly united with continental Europe by way of the German Ocean, which was largely dry land or at least marshland. This theory the author supports by a number of proofs which, he claims, convert it into an actual historical fact. Here it is that the more laborious part of the indexing comes in; and it will be seen that from this point to the end of the passage entries are numerous save where mere allusion and picturesque writing are made an instrument to enforce a statement.

79. The subject-matter indexed is mainly geological, geographical, and zoological. The method or manner of indexing here employed calls for a few remarks. In the names of countries or continents the qualifying quarters of the compass (*e.g.*, England, East) are inverted and not made the first word except where usage compels this as in the case of "Great Britain"; "North Britain."* The names of authorities for facts or theories are also stated. With regard to the names of animals and plants, where possible the English terms have been selected for main entry, with cross-references to the scientific, as this is a popular not a strictly scientific communication. But in the case of "*Cyprenidæ*," which, it is explained, comprise 'roach, dace, chub, bream, and so forth," I have used the Latin name of the Order, and not troubled about indexing the names of the individuals that comprise it. It may justly be objected that this is running counter to the essence of a subject-index or dictionary-catalogue, namely, specific as opposed to generic or more inclusive entry. But if the student or reader examines this part of the passage he will see that the actual names of the fish are of little account, else why should they all be followed by the expression "and so forth"? So I have therefore made the full entry under "*Cyprenidæ*," with a cross-reference from "Fish" ("Rough" or "White"). This, I think, meets the case sufficiently.

80. In the same way the definite scientific names "*Hypnum fluitans*," "*Sphagnum palustre*," are given as subject-headings instead of the vernacular designation—the whole point of the statement depending on the fact

* In commercial as opposed to literary indexing the opposite plan is best adopted, that is, entry under the first word denoting direction, *position*, *or* size of a place (see Section 136).

that it was a totally distinct genus (the floating moss of the ponds, not the bog-moss) that formed the peat moss of Wretham Mere.

81. I have made no entry under "Dyaks" and "Borneo." The sentence in which those words occur is only a statement of fact used as an illustration or allusion. The statement again that the freshwater-tortoise may be bought at fashionable Paris restaurants is interesting but not of sufficient importance in the argument to be worth indexing. The positive localities of the extreme limit of that reptile's geographical distribution *are* important, and entry of the fact under their names, "Denmark," "Sweden," and "England (East)" is carefully given. Finally, it will be noticed that instead of making separate entries under "Lake-dwelling" and "Lake-dwellings" I have made an entry relating to the plural as well as singular under the singular heading. It is desirable but not always possible to do this. Under words ending with "y" it is most important to choose either one number or the other under which to make the entries, otherwise the plural will precede the singular, and in the case of some words, be actually separated from it.

82. The entries will now be found arranged alphabetically:

ANTIQUITY of the Fens.

BRADY, A.

Discovers that many forms of *Entomostraca* are common to the estuaries of the East of England and of Holland.

BURBOT

Indigenous to rivers of East of England and North-eastern Europe; proof of theory of continuity of Great Britain with Continental Europe.

Calamophilus biarmicus: See *Tit (Bearded)*.

CAMBRIDGE District (Fens of): See *Foulmire*.

Cyprenidæ
Indigenous to rivers of East of England and of North-eastern Europe; proof of former continuity of Great Britain with Continental Europe.
DATE of geological origin of the Fens cannot be fixed or stated in terms of time.
DENMARK
Extreme limit of habitat of freshwater tortoise.
EEL-POUT : See *Burbot.*
Emys lutaria. See *Tortoise* (Freshwater).
ENGLAND (East) (Estuaries).
Extreme limit of habitat of freshwater tortoise.
See also *Wretham Mere.*
Possess many forms of *Entomostraca* similar to those found in estuaries of Holland.
(Marshes of) Bearded Tit indigenous to.
(Rivers) Burbot indigenous to.
Cyprenidæ indigenous to.
Transmigration of freshwater tortoise from Eastern Europe to.
Entomostraca
Community of many forms to estuaries of East of England and Holland, proof of former continuity of Great Britain with Continental Europe.
ESTUARY
Between North Britain and Norway formerly received rivers of North-eastern Europe.
See also *England* (East) Estuaries. *Holland,* Estuaries.
EUROPE (Continental)
Former continuity with Great Britain, proofs of the theory
Burbot being indigenous to rivers of East of England and North-eastern Europe.
Community of many forms of *Entomostraca* to estuaries of East of England and of Holland.
Cyprenidæ being indigenous to rivers of East of England and North-eastern Europe.
Frog (edible) being present at Foulmire, possible proof.
Shells of freshwater tortoise being discovered at Wretham Mere.

EUROPE (Continental). (Former continuity, etc.)
Tit (Bearded) being indigenous to marshes of East of England, Russia and Prussia.
Former continuity with Great Britain, theory probably first started by Edward Forbes.
(Eastern)
Meres of: freshwater tortoise indigenous to.
Transportation of freshwater tortoise from.
(North-eastern)
Rivers: Burbot indigenous to.
Cyprenidæ indigenous to.
Formerly flowed into estuary between North Britain and Norway.
FINCH Tribe
Bearded Tit a member of.
FISH (" Rough " or " White "). See *Cyprenidæ*.
FORBES, Edward
Probable originator of theory of former continuity of Great Britain with Continental Europe.
FROG (edible)
Presence at Foulmire, possible proof of continuity of Great Britain with Continental Europe.
FOULMIRE (Cambridge Fens)
Edible frog probably indigenous to.
GEOLOGICAL era of origin of Fens.
GERMAN Ocean formerly dry land or marshland.
GREAT BRITAIN
Former continuity with Continental Europe, proofs of the theory.
See similar entry under *Europe* (Continental).
Theory probably first started by Edward Forbes.
HOLLAND (Estuaries)
Possess many forms of *Entomostraca* similar to those found in estuaries of East of England.
Hypnum fluitans
Origin of peat-moss of Wretham Mere.
LAKE-DWELLING
Found embedded in peat-moss of Wretham Mere.
Purpose of lake-dwellings.
MERE. See *Europe* (Eastern) Meres of, *Wretham Mere*.
Molva lota. See *Burbot*.
Moss. See *Peat-Moss*.

NORTH BRITAIN
Estuary between North Britain and Norway formerly received rivers of North-eastern Europe.
NORWAY
Estuary between North Britain and Norway formerly received rivers of North-eastern Europe.
PEAT-MOSS
Of Wretham Mere derived from *Hypnum fluitans*, not *Sphagnum palustre*.
Of Wretham Mere ; lake-dwelling found embedded in.
PRUSSIA (Marshes of)
Bearded Tit indigenous to.
RIVERS of England (East). See *England* (East) Rivers of.
of Europe (North-eastern). See *Europe* (North-eastern, Rivers of.)
RUSSIA (Marshes of)
Bearded Tit indigenous to.
Sphagnum palustre
Not the origin of the peat-moss of Wretham Mere.
SWEDEN
Extreme limit of habitat of freshwater tortoise.
TIT (Bearded)
Belongs to finch not tit tribe.
Indigenous to marshes of East of England, Russia and Prussia; proof of former continuity of Great Britain with Continental Europe.
TORTOISE (Freshwater)
Denmark, Sweden and East England extreme limits of habitat.
Discovery of its shells at bottom of Wretham Mere proof of former continuity of Great Britain with Continental Europe.
Geographical distribution.
Indigenous to meres of Eastern Europe.
Probable course taken in transmigration from East of Europe to East of England.
Why it became extinct at Wretham Mere.
WRETHAM MERE
Discovery of shells of freshwater tortoise (*Emys lutaria*) in Wretham Mere proof of former continuity of Great Britain with Continental Europe.

WRETHAM MERE (*continued*).

How the freshwater tortoise arrived there.
Lake-dwelling found embedded in peat-moss of.
Why the freshwater tortoise became extinct there.

83. The following passage is the commencement of the eighth chapter of Lockhart's *Life of Sir Walter Scott*, (chapter viii.) and the entries indicated express an example of "medium" indexing:

The voyage and these good news sent him back in high vigour to his desk at Abbotsford. For lighter work he had on hand *The Memorie of the Somervilles*, a very curious specimen of family history, which he had undertaken to edit at the request of his neighbour Lord Somerville. This was published in October. His serious labour was on *The Lord of the Isles*; of which only three cantos had been written when he had concluded his bargain with Constable. He had carried with him in the yacht, some proof-sheets of a little book that Ballantyne was printing, entitled *Poems illustrative of Traditions in Galloway and Ayrshire, by Joseph Train, Supervisor of Excise at Castle-Stewart*: and, being struck with the notes, wrote, on his arrival at home, to the author, whom he had never seen, requesting information concerning the ruins of Turn-

"*Memorie* of the Somervilles," publication of.
Somervilles (The), publication of "Memorie of."

"*Poems* illustrative of traditions in Galloway and Ayrshire," by Joseph Train.
Galloway: "Poems illustrative of traditions in Galloway and Ayrshire."
Ayrshire: "Poems illustrative of traditions in Galloway and Ayrshire."

berry, on the Ayrshire coast, of which he wished to say something in connection with one of Bruce's adventures in the forthcoming poem. Mr. Train did much more than Scott had meant to ask; for he had never himself been at Turnberry, but instantly rode over the hills to the spot, and transmitted ample details of the castle and all its legends—not omitting a local superstition, that on the anniversary of the night when Bruce landed there from Arran, the meteoric gleam which had attended his voyage reappeared unfailingly in the same quarter of the heavens. What use Scott made of this and other parts of Mr. Train's paper, we see from the fifth canto of *The Lord of the Isles* and its notes: and the date of the communication (November 2nd) is therefore important as to the history of the composition, but this was the beginning of a correspondence which had many other happy consequences. From this time the worthy supervisor, who had had many literary plans and schemes, dropped all notion of authorship in his own person, and devoted his leisure with most *generous* assiduity to the collection

Train, Joseph,
"Poems illustrative of traditions in Galloway and Ayrshire."

Train, Joseph,
Assistance rendered by him to Sir Walter Scott in preparation of "The Lord of the Isles."

"*Lord of the Isles,*" assistance rendered by Joseph Train to Sir Walter Scott in preparation of

Train, Joseph, discards personal authorship to assist Sir Walter Scott.

of whatever stories he fancied likely to be of use to his new acquaintance, who, after one or two meetings, had impressed him with unbounded enthusiasm of attachment. To no one individual did Scott owe so much of the materials of his novels: and one of the very earliest packets from Castle-Stewart (November 7th) contained a ballad called *The Durham Garland*, which, reviving Scott's recollection of a story told in his youth by a servant of his father's, suggested the groundwork of the second of the series. James Ballantyne, in writing by desire of "the Author of *Waverley*" to Miss Edgeworth, with a copy of the fourth edition of that novel (November 11th) mentioned that another might soon be expected; but, as he added that it would treat of manners more ancient than those of 1745, it is clear that no outline resembling that of *Guy Mannering* was then in the printer's view: most probably Scott had signified to him that he designed to handle the period of the Covenanters. There can, I think, be as little doubt that he began *Guy Mannering* as soon as Train's paper of November 7th reached him.

Train, Joseph,
"Durham Garland" sent by him suggests notion of "Guy Mannering" to Sir Walter Scott.

"*Durham Garland,*" sent by Joseph Train, suggests "Guy Mannering" to Sir Walter Scott.

"*Guy Mannering,*"
Conception suggested to Sir Walter Scott, by "Durham Garland."

He writes, on December 25th, to Constable that he "had corrected the last proofs of *The Lord of the Isles*, and was setting out for Abbotsford to refresh the machine." And in what did his refreshment of the machine consist? The poem was published on January 15th; and he says, *on that day*, to Morritt, "I want to shake myself free of *Waverley*, and accordingly have made a considerable exertion to finish an odd little tale within such time as will mystify the public, I trust, unless they suppose me me to be Briareus. Two volumes are already printed, and the only persons in my confidence, W. Erskine and Ballantyne, are of opinion that it is much more interesting than *Waverley*. It is a tale of private life, and only varied by the perilous exploits of smugglers and excise-men." *Guy Mannering* was published on February 24th—that is, exactly two months after *The Lord of the Isles* was dismissed from the author's desk; and making but a narrow allowance for the operations of the transcriber, printer bookseller, etc. I think the dates I have gathered together confirm the accuracy of what I have often

"*Guy Mannering*," date of publication.

heard Scott say, that his second novel "was the work of six weeks at a Christmas." Such was his recipe "for refreshing the machine."

I am sorry to have to add, that this severity of labour, like the repetition of it which had deplorable effects at a later period, was the result of difficulties about the discount of John Ballantyne's bills.

Ballantyne, John, difficulties with.

Finding that Constable would not meet his views as to some of these matters, Mr. John suggested to Scott that some other house might prove more accommodating if he were permitted to offer them not only the new novel, but the next edition of the established favourite *Waverley:* but upon this ingenious proposition Scott at once set his *veto*. "Dear John," he writes, "your expedients are all wretched, as far as regards me. I never will give Constable, or any one, room to say I have broken my word with him in the slightest degree. If I lose everything else, I will at least keep my honour unblemished, and I do hold myself bound in honour to offer him a *Waverley*, while he shall continue to comply with the conditions annexed." The result was, that

"*Guy Mannering*" published by Longmans.

Messrs. Longman undertook the *Guy Mannering*, relieving John of some of his encumbering stock; but Longman, in compliance with Scott's wish, admitted Constable to a share in the adventure; and with one or two exceptions, originating in circumstances nearly similar, the house of Constable published all the subsequent novels.

Longmans, Green & Co., publishers of "Guy Mannering."

I must not, however, forget. that *The Lord of the Isles* was published a month before *Guy Mannering*. The poem was received with an interest much heightened by the recent and growing success of the mysterious *Waverley*. Its appearance, so rapidly following that novel, and accompanied with an announcement of another prose tale, just about to be published, by the same hand, puzzled and confounded the mob of dulness. The more sagacious few said to themselves—Scott is making one serious effort more in his old line, and by this it will be determined whether he does or does not altogether renounce that for his new one.

"*Lord of the Isles*," date of publication.

This poem is now, I believe, about as popular as *Rokeby*; but it has never reached the same station in general favour with *The Lay*,

"*Lord of the Isles*," estimate of its popularity.

Marmion, or *The Lady of the Lake*. The instant consumption of 1,800 quartos, followed by octavo reprints to the number of 12,000 would, in the case of almost any other author, have been splendid success; but as compared with what he had previously experienced, even in his *Rokeby*, and still more so as compared with the enormous circulation at once attained by Lord Byron's early tales, which were then following each other in almost breathless succession, the falling off was decided.

If January brought "disappointment," there was abundant consolation in store for February, 1815. *Guy Mannering* was received with eager curiosity, and pronounced by acclamation fully worthy to share the honours of *Waverley*. The easy transparent flow of its style; the beautiful simplicity, and here and there the wild solemn magnificence of its sketches of scenery; the rapid, ever-heightening interest of the narrative; the unaffected kindliness of feeling; the manly purity of thought, everywhere mingled with a gentle humour and a homely sagacity; but, above all, the rich variety and skilful contrast

"*Guy Mannering*," merits of.

of characters and manners at once fresh in fiction, and stamped with the unforgeable seal of truth and nature; these were charms that spoke to every heart and mind; and the few murmurs of pedantic criticisms were lost in the voice of general delight, which never fails to welcome the invention that introduces to the sympathy of imagination a new group of immortal realities.

The first edition was, like that of *Waverley*, in three little volumes, with a humility of paper and printing which the meanest novelist would now disdain to imitate, the price a guinea. The 2,000 copies of which it consisted were sold the day after the publication; and within three months came a second and a third impression, making together 5,000 copies more. Of the subsequent vogue it is needless to speak.

There is no necessity to arrange the foregoing entries in alphabetical order, as the way how to do this has been sufficiently indicated in the case of the previous examples. It will be a useful exercise for the reader to do this himself.

CHAPTER V.

BIBLIOGRAPHY.

84. In dealing with the indexing of all the literature that is included under the term bibliography, one has to speak very carefully. It is a term capable of a very wide interpretation, misconceptions as to its meaning arise from taking too narrow a view of it. Some persons mistake a part—a very important part, truly—for the whole, when their sole notion of the term consists of the material description of books, such as printing, rare editions, binding and prices given at sales. Others there are to whom the word bibliography signifies merely a string of references preceding or following a monograph on a certain subject.

85. No one, I think, has been more successful in his explanation than Professor Ferguson in his valuable essay.* He has shown that bibliography properly speaking has nothing to do, at any rate primarily, with the intellectual side of books, that is with the critical discussion of the subject-matter of their contents. It must commence with material description, and with all facts concerned with the production of books. This opens up a very wide historical vista. How did the book come to be what it was formerly and what it is now? At once we are plunged into the history of printing. Who were the men who for successive generations have engaged in the work of printing? We straightway enter into the region of biography. Why were certain localities, such as Mainz, Strasburg, Venice, Rome, Florence, Paris, London, and other cities too numerous

* "Some Aspects of Bibliography" (Address delivered on vacating the Presidency of the Edinburgh Bibliographical Society, November 2nd, 1899), 8vo., Edinburgh, 1900.

to mention, the homes of early printing? We are drawn into the study of life in the Middle Ages. When all these things have been considered, we naturally pass on to an enumeration of the subjects upon which books have been written. And it is just at that point where the study of bibliography ends, and that of literary history and literary criticism begins.

86. The definition of bibliography given by Dr. Murray in the *Oxford Dictionary*, and quoted by Dr. Copinger in his Inaugural Address delivered at the founding of the Bibliographical Society, runs as follows: "The systematic description of books, their authorship, printing, publication, editions, etc." Dr. Copinger interpreted that definition by laying down the following divisions, which are sufficiently comprehensive and explanatory.

(I.) General Bibliography.
  (*a*) Intellectual, or bibliology.*
  (*b*) Material, or bibliography proper.

(II.) Special Bibliography.
  (*a*) Local.
    (1) Publications relating to particular places.
    (2) Publications printed in particular places.
  (*b*) Personal.
    (1) Publications of particular presses.
    (2) Publications relating to particular persons.
  (*c*) Subject.

The foregoing classification is by no means the only one that has been given, but it has the great merit of

* With the fullest respect due to such an eminent authority as Dr. Copinger, I cannot help venturing the opinion that it would have been better to place "Intellectual Bibliography" or "Bibliology" right at the end, for the reason I have given about literary history and criticism beginning where bibliography ends.

clearness, and upon it are based the following directions for indexing the contents of books and articles, dealing with its divisions and sub-divisions.

(I.) GENERAL BIBLIOGRAPHY.

(*a*) *Intellectual, or bibliology.*

87. The best example of this is Allibone's *Dictionary of British and American Authors.* It is, of course, primarily a great author-catalogue, but the compiler's comments and, what is much more important, the criticisms of other writers and commentators, are appended to every work of any note. Certainly a much more extensive subject-index than the dictionary possesses is needed; the names of the writers, who should be indexed together with those comments, are only included therein with the authors upon whom they comment. Again, all the facts of importance conveyed in their criticisms should be indexed as well. I cannot say in practice whether this would be possible, but the performance of this additional task would certainly enhance the value of Allibone's and all other critical dictionaries.

(*b*) *Material, or Bibliography proper.*

88. This division in itself is a very wide one. It will include works on the history of printing (Ames, Dibdin, and others); on the history of book-production and book-distribution generally (printing, binding, book-selling and publishing). Works on printing naturally lead to discussion of types and wood-cuts. Book-binding will include past history and present description of all the materials in use for it. From a history of book-selling it is an easy transition to that of a history of all those who exercised the trade. And so one might go on almost to infinity, detailing the minutiæ of what is included under material bibliography.

This makes it next to impossible to state what matter should be indexed and what should be discarded. Every fact of importance should appear in the index, particular attention being given to persons' names, and equally so to those of places. Sometimes an author and his work, or one of his particular works, will appear as a subject-heading. It may seem pedantic to place the author's name first in the entry in the case of exceedingly well-known works such "Pilgrim's Progress" and "Imitatio Christi," but in the majority of cases it will be better to do so; for example:

Burton (William) Description of Leicestershire.
binding
copies printed
prices of
printers of

Whereas, "Anatomy of Melancholy" by his better-known brother, Robert Burton, may safely be entered without the author's name. If the author's name is not placed first there should, of course, be a cross-reference from it to the name of the particular work or work indexed.

89. We now come to another kind of undertaking included under "Material Bibliography." The works before mentioned are supposed to be historical and descriptive: in no sense dictionaries or catalogues. But Lowndes' *Bibliographer's Manual* and other similar works most distinctly are catalogues. As very much the same information regarding the books comes over and over again, under each author's name—such as prices obtained at sales, number of editions—the work of such a nature is in itself an index. But how greatly the value of such publications would be increased, if another index were appended to each of them, giving the names of printers *or presses*, the titles of works printed by them arranged in

order of time, the names of booksellers with the titles of famous books they sold and at what price, the names of book-buyers or bibliomaniacs, with the titles of works they bought and the prices they paid. And, lastly, most important of all, if these works are collections of all the known literature of any or every language, why should not they be indexed under their subjects after the manner of Watt's *Bibliotheca Britannica*? Again, I do not say all this labour is possible, but it is the ideal to be aimed at.

II. Special Bibliography.

90. The following remarks, having reference to the indexing of books or articles relating to the special subdivisions of bibliography now to be indicated, are either an application, or if necessary, an amplification of the directions already given.

(*a*) *Local bibliography.*

(1) Publications relating to particular places.

91. The amount of indexing that will be required must depend upon the simplicity or complexity of the bibliography, also upon its arrangement. If it be arranged chronologically under authors' names there must be an index of authors and subjects; if it be arranged alphabetically the bibliography will in itself be the index of authors. But the primary arrangement of a local bibliography should be chronological. Then, again, as regards the places comprised in it, if it be simply a list of books on one place, it is obvious that there is no need for allusion to that place in the index. That, however, is a very unlikely supposition. County bibliography will need entries relating to books and papers published on the various towns and villages. Town bibliography will contain memoirs on celebrated quarters and streets it possesses,

and even village bibliography must have allusions to some houses of note that the village in question possesses. As for the persons alluded to, every name must be carefully indexed.

(2) Publications printed in particular places.

92. In such a work of the more comprehensive kind —Cotton's *Typographical Gazetteer*, for instance—the names of the towns will be arranged alphabetically, the best known form of name, whether Latin or English, being used, with cross-references to those less known. Under the names of the towns or cities, will be given, under author-entry, the titles of the books printed there, arranged chronologically. So far this is an index in itself, but under each entry there will probably be, in more or less profusion, comments and historical notes. Under these circumstances it will be best to have a separate index made up as follows :—

(1) Of authors with titles, showing at a glance where the book was printed, and what edition of it in that place.

(2) Of subjects contained in the books, these entries to be followed by the author, the date of publication and the town. This may not be necessary from the point of view of material bibliography, but intellectually it will be highly useful.

(3) Of the names of printers (or presses), these to be followed by a brief entry of the title or titles under author.

If, on the contrary, the work be merely a list of books and other publications printed at one place instead of many, the author of the bibliography will arrange them chronologically, or he will classify them. To facilitate reference there should similarly be a good index of authors *and* subjects.

(*b*) *Personal.*

(1) Publications of particular presses.

93. Whether it be an account of several presses, as in Mr. Gordon Duff's *Hand-Lists of British Printers* or of one, as in Mr. Plomer's *Robert Wyer*, the authors will arrange the products of such presses in exact chronological order. Anyone wishing to refer to a particular author's name, will need an index of such names with short titles. From a careful perusal of the bibliography he will be able to get an idea as to the nature of the subjects of the books printed; but if he wants to know whether the printers or printer in question issued a book on a particular subject, or of a particular form of literature, there must be a subject-index to help him.

(2) Publications relating to particular persons.

94. These compilations are a favourite pastime of the bibliographer. He will regard the publication either from the material or intellectual standpoint, or from both. If the arrangement be chronological, the names of authors who have written on the person in question should be entered in the index with the brief titles of their books or commentaries. It is probable, too, that the bibliography will be interspersed with the titles of books or articles that are historical and critical comments. The subject alluded to in such will require careful indexing—being generally the name of one of the author's works. This point calls for a remark or two as to the method of entry. As the heading at the top of this paragraph implies, we are not supposed to be dealing with a bibliography of an author's own works, but with one in which are included all the known works *about* that author or eminent personage, say Sir Walter Scott, and more especially *about his writings*.

This title-entry, which is in reality a subject-entry, must conform to the rules of title-entry in a dictionary-catalogue ; it must be placed under the first word not an article :

LADY of the Lake (The)
Here follows the literature upon it, under authors in chronological order ; in the case of anonymous reviews, again under the first word not an article. Where the title of the review is exactly the same as that of the work itself, only the reference need be given, and the title should not be repeated. These general references had better come first : thus—
Quarterly Review, 1810, iii. 492–517.

Other examples are :

LIFE of Bonaparte (The)
Commentaries, etc., upon it.
PEVERIL of the Peak.
Reviews, etc., upon it.

I have entered at some little length on what may seem to be mere detail, but it is not such ; for nothing can be more useful than to have a record, in the index following the bibliography, of what has been written on each of the author's works.

(*c*) *Subject Bibliographies.*

95. To the uninitiated it may seem almost paradoxical to require any index to a subject bibliography. If it be a chronological list of books or pamphlets written on one particular subject, each publication being presumed to treat of that subject in all its aspects, what more is needed than an alphabetical index of authors ? If the list be arranged alphabetically to begin with, nothing more is needed than a chronological list.

96. An example or two will make this clear. In bygone centuries (and to some extent it is still the case) it was a usual practice for graduates to qualify for a university degree by offering a thesis on some well-known, and

too often, well-worn subject. "Air," "Water," "Gold," "Silver," "Iron," (as examples of the concrete), and "Anger," "Love," "Hatred," "Memory" (as those of the abstract), were all laid under contribution. The respective authors treated their theme "all round" one may say, from their point of view at least. Therefore, if you are compiling a bibliography the titles of which are all on "gold," or another of which the titles mostly run on "memory," what need is there to do more than to arrange a chronological list of authors under "Gold" and "Memory" respectively. But present-day science has specialised every fact and theory relating to these simple and widely-known elements of matter and mind. A bibliography relating to "Gold" composed wholly of present-day contributions to the subject will be in direct opposition to the old order of things. Instead of each author professing to know the entire subject, you will find separate individuals taking a very narrow range, "specialising down to the ground" as the current phrase has it. Only to take a few instances, "Alloys of gold," "Assaying of gold," "Chemistry of gold" (this again could be split up into a hundred details), "Geology in relation to gold," "Gold-beating," "Gold-mining," "Metals in relation to gold," "Minerals in relation to gold," and so forth. Assuming that this bibliography is an integral piece of work, that is, that it does not form part of a large index, the method of indexing will be as follows:—Arrange the author-entries alphabetically; intersperse among them the subject-headings, examples of which have just been given; beneath these the sub-entries, followed by the authors' names, with references and dates, not in alphabetical but chronological order.

97. An index to bibliographical literature as a whole is a

consummation much to be wished for; the probability of its being realised, is at present, however, not very great. It is difficult enough to keep abreast of indexing modern scientific literature, for which there is a large demand, on account of an intimate knowledge of it being required for professional and even business purposes. But the means of making readily accessible all the facts contained in the writings that have to do with material bibliography are hampered by the small interest taken in them by the public. It is to a comparatively small band of scholars that the records of bibliography in its material aspect appeal.

98. With subject bibliography the case is otherwise; the demand for its exposition is *just in proportion to what that subject is*. For after all it must be remembered that when we come to discuss what a collection of books, or a collection of articles, is about, we touch upon a first principle in indexing. Although subject bibliography is the last of the special divisions in Dr. Copinger's scheme of classification, it is, as Professor Ferguson has stated, the most extensive; and we are really returning upon a consideration of what has been written all over the whole field of human knowledge.

99. I have selected the titles of a series of books and articles devoted to bibliography in most of its varied aspects. These will be found entered at the end of this chapter, together with the subject-entries relating to them, all in one alphabet. Some of these books* and, following them, a certain number of the articles, are chosen to illustrate subject-entry as denoted by the title, or where that fails, by inspection of the treatise, memoir or paper itself.

* The titles of books quoted are selected from the valuable list that follows Professor Ferguson's essay on *Some Aspects of Modern Bibliography*.

100. 1. DIBDIN (Thomas Frognall) Typographical antiquities; or, the history of printing in England, Scotland and Ireland. 4 vols. 4to. London. 1819.

Entries required:

Printing in England.
History of.
in Ireland
History of.
in Scotland
History of.
England,
Printing in,
History.
Ireland,
Printing in,
History.
Scotland,
Printing in,
History.
Typography. See *Printing.*

There are many who would have selected "Typography" as the main entry. But for once that "Typography" is used, "Printing" is employed ten times, both in speech and writing: hence "Typography," though the more scientific expression, is made a cross-reference.

By examining the index the student will see that very much the same entries are used in respect of Ames (J.) *Typographical antiquities*, 1749, and the enlarged edition by William Herbert covering the years 1810-1819; and also for Panzer's *Annales typographici*, 1793-97, and the continuation from 1798 to 1803.

2. EDMOND (John Philip) The Aberdeen printers. Edward Rabon to James Nicol, 1620–1736. 4 parts. 8vo. Aberdeen. 1884–86.

Entries required:

Aberdeen: Printers of (1620–1736).
Printers: of Aberdeen (1620–1736).

There is no need to index the two names of printers mentioned, for if the two names are given the whole series would have to be indexed also. The two are only stated in the title to mark an epoch.

3. LOWNDES (William Thomas) The bibliographer's manual of English literature. 3 vols. 8vo. London. 1856.

Entry required :

English literature :
Bibliography of (material).

The nature of Lowndes' work is sufficiently known to explain the insertion of the word " material."

The following titles illustrate Subject Bibliography :—

4. VON HALLER (Albrecht) Bibliotheca anatomica figuri, 1774–7. 2 vols. 4to.

Entry required :

Anatomy (Bibliography of).

5. ERLECKE (A.) Bibliotheca mathematica. 8vo. Halle. A/S. 1872.

Entry required :

Mathematics (Bibliography of) .

6. DE MORGAN (Augustus) Arithmetical books. 8vo. London. 1847.

Entries required :

Arithmetic (Bibliography of).
Mathematics (Bibliography of).
(See also *Arithmetic.*)

7. SMITH (John Russell) Bibliotheca Americana. A catalogue of books, pamphlets, manuscripts, maps . . illustrating the history and geography of North and South America and the West Indies. 8vo. London. 1865.

Entries required :

America (North)
Geography : Bibliography of.
History : Bibliography of.
America (South)
Geography : Bibliography of.
History : Bibliography of.

Entries required :

West Indies
Geography : Bibliography of.
History : Bibliography of.
Geography. See under names of Countries, etc.
History (Local). See under names of Countries, Institutions, etc.
Indies (West). See *West Indies.*

The above appear to be a large number of headings and cross-references, but they are all necessary. "America (Bibliography of)" will not be sufficient. Entry under "America (North)" and "(South)" and yet under "West Indies" may seem a discrepancy, but it is not. "America" is a definite name. "Indies" is an old-fashioned term. North and South America are geographically co-terminous, whereas the East and West Indies have nothing territorially in common. The very name "West Indies" is based upon an illusion of early navigators, and lastly the word "West" conveys the whole point of it.

8. KLOSS (Georg) Bibliographie der Freimaurerei. 8vo. Frankfurt-am-Main. 1844.

Entry required :

Freemasonry (Bibliography of).

9. CHAMPFLEURY. Bibliographie céramique. 8vo. Paris. 1881.

Entries required :

Ceramics (Bibliography of).
Pottery. See *Ceramics.*

Now follow an example or two of personal bibliography, the name of the author whose writings are collected forming the subject heading.

10. WISE (Thomas J.) and SMART (James P.) A complete bibliography of the writings in prose and verse of John Ruskin. 2 vols. 4to. London. 1889–93.

Entry required :

Ruskin (John)
Bibliography of.

Had the bibliography been only of the prose writings the fact would have had to be specified by adding "prose writings" after "bibliography."

11. IRELAND (Alexander) List of the writings of William Hazlitt and Leigh Hunt. 8vo. London. 1868.

Entries required:

Hazlitt (William) Bibliography of.
Hunt ([James Henry] Leigh) Bibliography of.

12. FOURNEL (Henri) Bibliographie Saint-Simonienne. De 1802 au 31 Decembre, 1832. 8vo. Paris. 1833.

Entry required:

Saint-Simon (Claude Henri, Comte de) Bibliography of, 1802–1832.

13. PETZHOLD (Julius) Bibliographia Dantea ab anno MDCCCLXV inchoata. 8vo. Dresdæ. 1872.
— — Supplementum. 8vo. 1876.
— — Supplementum alterum. 8vo. 1880.

Entry required:

Dante Alighieri
Bibliography of

The next titles illustrate the bibliography of a celebrated work:

14. DE BACKER (A.) Essai bibliographique sur le livre "De imitatione Christi." 8vo. Leiga, 1864.
FROMM (Emil) Die Ausgaben der "Imitatio Christi" in der Kölner Stadbibliothek. 8vo. Köln, 1886.

Entries required:

"Imitatio Christi"
Bibliography:
De Backer (A.) 1864. Editions in Cologne Municipal Library:
Fromm (E.) 1886.
Cologne
Municipal Library.
Editions of "Imitatio Christi" in
Fromm (E.) 1886.
Libraries. See *Cologne* (Municipal Library).
Thomas à Kempis. See "*Imitatio Christi.*"

The reader will bear in mind a previous remark as to the omission of an author's name before the title if the work be a very well known book.

Some of the titles of articles in the "*Transactions* of the Bibliographical Society" are now laid under contribution :

15. WHEATLEY (H. B.) The present condition of English bibliography, and suggestions for the future. Trans. Biblio. Soc. (1892–3). 1893. i. 61–90.

Entry required :

English literature :
Bibliography of :
Methods of compilation

16. ASHBEE (H. S.) The iconography of "Don Quixote." Trans. Biblio. Soc. (1892–3). 1893. i., 123–144.

Entries required :

Book-Illustrations
of "Don Quixote"
"Don Quixote"
Book-illustrations of
Iconography. See *Book-Illustrations*
Cervantes. See "*Don Quixote.*"

17. MORRIS (William) The ideal book. Trans. Biblio. Soc. (1892–3). 1893, i., 179–186.

Entries required :

Book-production : Artistic perfection.
Book-production. See also *Printing.*

"Book-production (Artistic perfection)" is an example showing the care and precision required in framing entries that exactly express the gist of a paper.

18. ALDRICH (S. J.) The Augsburg printers of the fifteenth century. Trans. Biblio. Soc. (1893–94). 1895, ii., 25–46.

Entries required :

Augsburg, Printers at,
in 15th century.
Printers,
at Augsburg in 15th century.

19. REDGRAVE (G. R.) Some early book illustrations of the Oppenheim press. Trans. Biblio. Soc. (1895–96). 1896. iii., 71–80.

Entries required :

Book-illustrations
of the Oppenheim Press.
Oppenheim : Press of
Book-illustrations.
Presses,
Oppenheim,
Book-illustrations.

20. REED (T. B.) A list of books and papers on printing under the counties and towns to which they refer. Compiled by the late Talbot Baines Reed. Trans. Biblio. Soc. (1895–96). iii., 85–152.

Entry required :

Printing
Bibliography of.

21. POLLARD (A. W.) English books printed abroad. Trans. Biblio. Soc. (1895–96). 1896, iii., 195–209.

Entries required :

English Books
Printed abroad.
Foreign Countries
English books printed in.
Books. See under names of nationalities (English books).

The term "English Books" is used to avoid classification. "Abroad" is not a definite term for indexing: hence the employment of "Foreign Countries.'

22. PLOMER (H. R.) Robert Copland. Trans. Biblio. Soc. (1895–96). 1896., iii., 211–225.

Entries required :

Printers of London,
Copland (Robert).
London (Printers of)
Copland (Robert).
Copland (Robert)
London printer (fl. 1508–1547.)

The name above forms the title: inspection of the paper must be made to see who Robert Copland was (assuming a want of knowledge on the indexer's part), and additional entries made accordingly.

23. MACFARLANE (John) Antoine Vérard. Trans. Biblio. Soc. (1896–98). 1898., iv., 11–35.

Entries required:

Printers of Paris
    Vérard (Antoine).
Paris, Printers of
    Vérard (Antoine).
Vérard (Antoine).
        Paris Printer (fl. 1485–1514).

The same remark as that made about Robert Copland applies here.

24. FLETCHER (W. Y.) John Bagford and his collections. Trans. Biblio. Soc. (1896–98). 1898, iv., 185–201.

Entries required:

Bagford (John) (1650–1716).
    Book-collector.
Book-collectors,
    Bagford, John (1650–1716).

25. CRAWFORD (Earl of) List of manuscripts and examples of metal and ivory binding from the Bibliotheca Lindesiana. Exhibited to the Bibliographical Society at the Grafton Galleries, 13th June, 1898. Trans. Biblio. Soc. (1896–98). 1898, iv., 213–232.

Entries required:

Bibliotheca Lindesiana,
    Manuscripts and examples of metal and ivory bindings from.
Manuscripts: in Bibliotheca Lindesiana.
Metal Bindings: from Bibliotheca Lindesiana.
Ivory Bindings: from Bibliotheca Lindesiana.
Bindings. See *Ivory Bindings, Metal Bindings.*
Libraries. See *Bibliotheca Lindesiana.*
Crawford (Earl of) Library of. See *Bibliotheca Lindesiana.*

"Ivory Bindings," "Metal Bindings" are the headings to be used because the point of interest lies in these materials. The use of cross-references from "Bindings," as denoted, will show how many kinds of bindings are enumerated. With regard to "Libraries," a cross-reference should be made from that word to the name of the possessor of the Library, or the town or city to which the library belongs. But when a well-known library possesses a definite name such as "Bibliotheca Lindesiana," entry should be made under that name with a cross-reference from that of the possessor.

26. CHRISTIE (R. C.) An Incunabulum of Brescia hitherto ascribed to Florence. Trans. Biblio. Soc. (1896–98). 1898, iv., 233–237.

Entries required:

Brescia:
Incunabulum of Brescia (works of Politian, 1499), hitherto ascribed to Florence.

Florence:
Incunabulum of Brescia (works of Politian, 1499), hitherto ascribed to Florence.

Incunabula. See *Brescia* (Incunabulum of).

Politian, works of, edition of 1499.

Incunabulum of Brescia, hitherto ascribed to Florence.

Greek: Printing of
in Italy:
Incunabulum of Brescia (works of Politian, 1499), hitherto ascribed to Florence.

Italy:
Printing of Greek in:
Incunabulum of Brescia (works of Politian, 1499), hitherto ascribed to Florence.

Printing: see *Greek*, Printing of, in Italy.

The paper for which I have given the above entries as necessary, is a short but very important one. It needs careful reading to discover all that it is about, and every

one of the headings given are of importance: Though so very short, this note, made by one who was a pioneer in the scientific study of bibliography, was the starting point of the late Mr. Robert Proctor's monograph on *The Printing of Greek in the Fifteenth Century*, published by the Bibliographical Society in 1900.*

27. PAYNE (J. F.) On the "Herbarius" and "Hortus Sanitatis." Trans. Biblio. Soc. (1900–1901), vi. (part 1), 63–126.

Entries required:

Herbarius: History of.

Hortus Sanitatis: History of.

Botany (Medical). See "*Herbarius*," "*Hortus Sanitatus*."

28. RICHARD DE BURY and Thomas à Kempis, Lib. Chron. 1885, ii., 47.

Entries required:

Richard de Bury: Refutation of plagiarism in Thomas à Kempis' "Doctrinale seu manuale juvenum," from Richard de Bury's "Philobiblon."

"Philobiblon:" Refutation of plagiarism in Thomas à Kempis' "Doctrinale seu manuale juvenum," from Richard de Bury's "Philobiblon."

Thomas à Kempis: "Doctrinale seu manuale juvenum." Refutation of plagiarism in "Doctrinale seu manuale juvenum" from Richard de Bury's "Philobiblon."

Plagiarism: see under *Richard de Bury*, Refutation of Plagiarism.

The foregoing title is specially quoted, as it forms a very plain example of the need of inspection of the article itself. The mention in the title of the two names of the authors concerned conveys no definite information of the special relation in which these two authors stood to one another—namely the question of plagiarism. I have placed the *Doctrinale* under Thomas à Kempis' name, because,

* I am indebted for this fact to Mr. A. W. Pollard's interesting Memoir of Mr. Proctor lately published. *The Library*, January, 1904. New series v., 1-34). (See p. 25).

as stated in the article here quoted, it is not a well-known work like the *Imitatio Christi*.

29. POLLARD (A. W.) A meditation on directories. Library, new series, 1901, ii., 82.

Entries required :

Directories.
Value as a guide to cataloguing and subject-indexing.
Catalogues.
Directories as a guide to compilation of.
Subject-Indexes.
Directories as a guide to compilation of.

The article must be read through to find out what turn the meditation on directories took, and the result will be found as shown by the two additional subject-headings with the entries following them.

30. POLLARD (A. W.) The Franks Collection of armorial book-stamps. Library, second series, 1902, iii., 115–134.

Entries required :

Franks (Sir Augustus Wollaston) Collection made by him of armorial book-stamps.
British Museum :
Franks Collection of armorial book-stamps in.
Book-stamps (Armorial)
Franks collection of armorial book-stamps in British Museum.
Armorial book-stamps. See *Book-stamps* (Armorial).

31. KUKULA (Richard) Die Biblioteca provincial in Toledo : Centralbl. f. Bibliothekswesen, 1896, xiii., 170.

Entries required :

Toledo
Provincial Library of (Biblioteca provincial).
Libraries. See *Toledo* (Provincial Library of).

32. PÉLISSIER (L. G.) Notes inédites du bibliographe Colomb de Bâtines sur les bibliothèques de Florence (1847). Centralblatt f. Bibliothekswesen, 1898, xv. 33–50.

Entries required :

De Bâtines (Colomb) (Bibliographer) Unedited notes by him on the libraries of Florence (1847).
Libraries. See *Florence* (Libraries of).
Florence (Libraries of)
Unedited notes of Colomb de Bâtines (bibliographer) on, 1847.

33. HOLDER (K.) Kleinere Mitteilungen zur Geschichte der Buchdruckerkunst in Freiburg in der Schweiz. Centralbl. f. Bibliothekswesen. 1898, xv., 59.

Entries required :

Printing
at Freiburg (Switzerland), History of.
Freiburg (Switzerland)
Printing at : History of.
Switzerland. See *Freiburg.*

101. From the study of books and their contents we naturally pass to that of libraries, their history, administration and construction ; and from thence to the records past and present of the great public library movement in the British Isles, the United States of America and elsewhere. Round these subjects an extensive literature has grown up. Those who care for practical examples may find excellent models for indexing by carefully studying the indexes to *The Library* (first and second series) ; *The Library Association Record* ; the index to the publications of the Library Association published in its *Year-Book*, those of the American *Library Journal*, of *The Library World* and those attached to other publications of a similar nature.

102. ENTRIES ARRANGED ALPHABETICALLY—

ABERDEEN :
Printers of : (1620–1736).
Edmond (J. P.) 1884–86.

AFRICA :
Bibliography : Kayser (G.) 1887.

ALDRICH (S. J.) Incunabula. Trans. Biblio. Soc. (1892–3). 1893, i., 107–21.

— The Augsburg printers of the fifteenth century. Trans. Biblio. Soc. 1893–4. 1895, ii. 25–46.

AMERICA (North):

Geography: Bibliography of
Smith (J. R.) 1865.

History:

Bibliography of: Smith (J. R.) 1865.

AMERICA (South):

Geography:

Bibliography of: Smith (J. R.) 1865.

History:

Bibliography: Smith (J. R.) 1865.

AMES (Joseph) Typographical antiquities; being an historical account of printing in England with some memoirs of our ancient printers, and a register of the books printed by them from the year MCCCCLXXI to the year MDC London, 1749. 4to.

— Typographical antiquities . . . . considerably augmented . . . . by William Herbert. London, 1810–19. 4 vols. 4to.

ANATOMY:

Bibliography of: Von Haller (A.) 1774–7.

ARBER (Edward) The recovery of lost English books: a suggestion. Trans. Biblio. Soc. (1895–96), iii., 227–230.

ARCHITECTURE:

Bibliography of: Beelitz (C.) 1861.

ARITHMETIC:

Bibliography of: de Morgan (A.) 1847.

ARMORIAL BOOK-STAMPS. See *Book-stamps* (Armorial).

ASHBEE (H. S.) The iconography of Don Quixote. Trans. Biblio. Soc. (1892–3). 1893, i., 123–144.

AUGSBURG:

Printers at, in the 15th century: Aldrich (S. J.). Trans. Biblio. Soc. (1893–94). 1895, ii., 25–46.

AUSTRIA:

Manuscripts in:

General catalogue of: Meyer (F. A.) Centralb. f. Bibliothekswesen. 1896, xiii., 247.

DE BACKER (A.) Essai bibliographique sur le livre "De Imitatione Christi." Liege, 1864. 8vo.

BAGFORD (John) (1650–1716). Book collector: Fletcher (W. Y.) Trans. Biblio. Soc. (1896–98). 1898, iv., 185–201.

BAILEY (J. B.) Medical bibliography. Lib. Chron. 1885, ii., 63.

BARWICK (G. F.) The Lutheran press at Wittenberg. Trans. Biblio. Soc. (1895–96). 1896, iii., 1–25.

— The laws regulating printing and publishing in Spain. Trans. Biblio. Soc. (1896-98). 1898, iv., 47-55.

DE BÂTINES (Colomb) (Bibliographer), Unedited notes by him, on the libraries of Florence. (1847).

—Pélissier (L. G.) Centralbl. f. Bibliothekswesen, 1898, xv., 33–50.

BEELITZ (Carl) Architectur-Katalog. Verzeichniss der vorzüglichsten Werke aus dem Gesammtgebiete des Bau- und Ingenieur-Wesens. Fünfte Auflage. Berlin, 1861, 8vo.

BERTHELET:

Editions of Statutes of Henry VIII., by: Proctor (R.) Trans. Biblio. Soc. (1898–1900). 1901, v., 255–262.

BIBLE. See *Latin Bible.*

BIBLIOGRAPHY:

Method in. Madan (F.) Trans. Biblio. Soc. (1892–3). 1893, i., 91–106.

— (Special):

Christie (R. C.) Trans. Biblio. Soc. (1892–93). 1893, i., 165-177.

BIBLIOTHECA LINDESIANA:

List of manuscripts and examples of metal and ivory bindings from: Crawford (Lord). Trans. Biblio. Soc. (1896–98). 1898, iv., 213–232.

BINDINGS. See *Ivory* Bindings, *Metal* Bindings.

BOOK-BINDING:

Leather used for:

Report of Society of Arts on: Wheatley (H. B.) Library. 1901, ii., 311.

BOOK-COLLECTORS:

Bagford (John) (1650–1716), Fletcher (W. Y.) Trans. Biblio. Soc. (1896–98). 1898, iv., 185–201.

BOOK-ILLUSTRATION :
In fifteenth century. Pollard (A. W.) Library, 1901, ii., 190.
BOOK-ILLUSTRATIONS :
Of "Don Quixote." Ashbee (H. S.) Trans. Biblio. Soc. (1892–93). 1893, i., 123–144.
Of Oppenheim Press. Redgrave (G. R.) Trans. Biblio. Soc. (1895–96). 1896, iii., 71–80.
BOOK-PRODUCTION (Artistic perfection) :
Morris (W.) Trans. Biblio. Soc. 1892–93, i., 179–186.
— See also *Printing*.
BOOKSELLERS :
English, of 16th century. Plomer (H. R.) Trans. Biblio. Soc. (1896–98). 1898, iv., 153–183.
Of London Bridge. Plomer (H. R.) Library, 1903. 2nd series, iv., 28–46.
Pickering (William) (earliest fl. 1556–71). Gray (G. T.) Trans. Biblio. Soc. (1896–98). 1898, iv., 57–102.
Tenants of St. Paul's Cathedral. Plomer (H. R.) 1902. Library, 2nd series, iii., 261–270.
BOOK-STAMPS (Armorial) :
Franks Collection of armorial book-stamps in British Museum : Pollard (A. W.) Library, 2nd series, 1902, iii., 115–134.
BOOKS :
Inscriptions in. Redgrave (G. R.) Trans. Biblio. Soc. (1896–98). 1898, iv., 37–46.
Portraits in. Wheatley (H. B.) Trans. Biblio. Soc. (1896–98). 1898, iv., 128–136.
See *Early Printed Books, Printed Books, English Books, etc.*
BOTANY (Medical) :
Bibliography of. See "*Herbarius*," "*Hortus Sanitatis*."
BRESCIA :
Incunabulum of Brescia (works of Politian, 1499), hitherto ascribed to Florence. Christie (R. C.) Trans. Biblio. Soc. (1896–98). 1898, iv., 233–237.
BRITISH MUSEUM :
Franks collection of armorial books-stamps in. Pollard (A. W.) Library. 2nd series, 1902, iii., 115–134.

BROADSIDES :
Collection of. Fletcher (W. Y.) Library. 1901, ii., 12–19.
BRUGES :
Early printing at. Weale (W. H. J.) Trans. Biblio. Soc. (1896–98). 1898, iv., 203–212.
BUTLER (A. J.) Some Elizabethan cipher-books. Trans. Biblio. Soc. (1900–1901). 1901, vi., (part 1) 127–135.
CATALOGUES :
Directories as a guide to compilation of. Pollard (A. W.) Library. 1901, ii., 82.
CERAMICS :
Bibliography of :
Champfleury. 1881.
CERVANTES See "*Don Quixote.*"
CHAMPFLEURY Bibliographie céramique. Paris. 1881. 8vo
CHRISTIE (R. C.) Special bibliographies. Trans. Biblio. Soc. (1892–3). 1893, i., 165–177.
— An incunabulum of Brescia hitherto ascribed to Florence. Trans. Biblio. Soc. (1896–98). 1898, iv., 233–237.
CIPHER-BOOKS :
Of Elizabethan Period. Butler (A. J.) Trans. Biblio. Soc. (1900–1901). 1901, v., (part 1) 127–135.
COLBURN (Jeremiah) Bibliography of the local history of Massachusetts. Boston, 1871, 8vo.
COLOGNE :
Municipal Library.
Editions of "Imitatio Christi" in. Fromm (E.) 1886.
COPINGER (W. A.) Incunabula Biblica, or the first half century of the Latin Bible, being a bibliographical account of the various editions of the Latin Bible between 1450 and 1500, with an appendix containing a chronological list of the editions of the sixteenth century. London. 1892. 4to.
—Presidential address; second annual meeting. Trans. Biblio. Soc. (1893–4). 1895, ii., 103–122.
—Incunabula Virgiliana : a list of editions of Virgil printed during the 15th century. Trans. Biblio. Soc. (1893–4). 1895, ii. (Appendix), 125–226.

COPLAND (R.) (London Printer, fl. 1508–47). Plomer (H. R.) Trans. Biblio. Soc. (1895–96). 1896, iii., 211–225.

COUNTIES (Bibliography of):
Hyett (F. A.) Trans. Biblio. Soc. (1895–96). 1896, iii., 27–40.
Limits and arrangement:
Hyett (F. A.) Trans. Biblio. Soc. (1895–96). 1896, iii., 167–170.

CRAWFORD (Lord) List of manuscripts and examples of metal and ivory bindings from the Bibliotheca Lindesiana. Exhibited to the Bibliographical Society at the Grafton Galleries, 13th June, 1898. Trans. Biblio. Soc. (1896–98). 1898, iv., 213–232.

— Library of. See *Bibliotheca Lindesiana.*

DANTE ALIGHIERI:
Bibliography of:
Petzhold (J.) 1872, 1876, 1880.

DARLING (James) Cyclopædia bibliographica. A library manual of theological and general literature. London, 1859. 2 vols. 8vo.

DE MORGAN (Augustus) Arithmetical books. London, 1847. 8vo.

DIALECTS: See *German Dialects.*

DIBDIN (Thomas Frognall) Typographical antiquities; or the history of printing in England, Scotland and Ireland. London, 1819. 4 vols. 4to.

DIRECTORIES:
Value as guides to cataloguing and subject-indexing. Pollard (A. W.) Library, 1901, ii., 82.

"DON QUIXOTE":
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CHAPTER VI.

HISTORY.

1. Introductory.

103. The indexing of historical works is of the highest importance from the point of view of thoroughness and accuracy. Much of the matter with which we have had to do has been opinion and theory. Careful indexing of statement of opinion is most certainly requisite; statement of fact is inexorable in its demands on the indexer's rigid attention to the merest detail. The omission of the record of an event in a person's life as an entry under his name would certainly spoil an otherwise good index; for instance, if one were to leave out the entry of the victory at Talavera under the Duke of Wellington's name; or again were to make no entry under "Talavera."

104. Every art, every science, has its record of development which we style its history. But the name history, *per se*, is given to that record of the development of mankind from the social, as opposed to the biological, standpoint. This study, with certain limitations, has become a science of itself. Now, in the literature, say, of the fine arts, of physics, of engineering, of electricity, theoretical and practical, of botany, or of medicine, that portion which relates to current progress must of necessity have the higher value, though the broad-minded student of each will endeavour to glean what good he can from past records. Still it is to the minority, not to the majority, of workers in scientific literature that past records in science are really useful.

When we turn to the study of history proper, both from the point of view of author and student, all this is changed.

The very oldest and earliest records are often of the greatest value, because they are the literary material with which the historian works. And records of all ages must be in a certain sense valuable in proportion as the history of each period is written. Even the chaff of meagre and untrustworthy accounts must be sifted to discover any grains of reliable information.

105. The importance of having ancient and mediæval historical records carefully indexed cannot be over-estimated. Historians so frequently complain of the trouble they are put to in their researches, that one could almost think it worth while that good English indexes should be made even to old chronicles written in Latin, so that searchers may be able to put their hand on the information they want at once. The publishing societies have done excellent work in reproducing or translating good texts, but the value of those texts is doubled when accompanied by really good indexes.

106. Most works on history produced from the time when the English language took its present shape have indexes, but there are many important treatises which, when re-edited, it would be well worth while to index on modern lines. Histories, as we all know, may embrace a lengthy period, or be limited to one comparatively brief; but no matter whether the book be long or short, an elementary manual or an abstruse treatise, the indexing of its contents in any case demands clear and intelligent execution. Juvenile students need good indexes quite as much as advanced scholars.

107. The indexing of reprints of old treatises issued by publishing societies, lies in the hands of those societies. So long as they do their work in the admirable way in which the general (cumulative) index to *Archæologia*

has been produced, they will earn the thanks of all who are engaged either in the study or writing of history.

108. The interests of modern historical essays appearing in various magazines and journals have been well looked after by *Poole's* and the *Review of Reviews Index*—that is, so far as the actual substance of the articles is concerned, whether that substance, or essence, be conveyed by the titles or determined by sufficient inspection. But the actual indexing of the contents, sentence by sentence, of these essays, has to be left till the essays of a single author are bound into one volume; this work, as has already been said, deserves the closest attention to detail.

109. Again, in order that no stone may be left unturned to secure the record of such papers both under author and subject, Mr. W. I. Fletcher and his collaborators have done excellent work in the production of *The A.L.A. Index to General Literature*, in which they have indexed the titles and main subjects of the essays direct from the volumes in which they are collected. The peculiar value of this course is twofold: (1) the worker at history knows that, in nine cases out of ten, if a set of essays be collected and reprinted they must be of some importance: at least, it is fair to presume that they are so, and the ground is cleared by going to a good source of information at once. (2) It is conceivable that among these collected essays will be found productions of merit which appeared formerly as pamphlets, publicly or even privately printed, which, unlike the magazine articles, have never had the chance of having their subjects recorded at all.

2. Choice of Subject.

110. Subjects fall mainly under the following heads :—

(i.) Names of persons.

(ii.) Names of places.

(iii.) Names of events.

(iv.) Names of statutes and institutions.

Exacting as the actual work must be, the nomenclature of which we have to make use is simplicity itself compared with that required in indexing all those departments of scientific literature, dealing, for example, with biology and physics. Always excepting the names of ancient customs, of social institutions no longer existing, and of antique constitutional and legal terms, it will be found that we shall not have to go through a severe course of study of the terms we use as subject-headings and their relationship to one another. It is closeness of detail, as I stated in the introductory remarks, that is so important. Every event in the life of an individual must be recorded under his name. The event must appear as a subject-heading and the name of the person whom it affected should appear under it. The same course must be adopted with regard to a country or town. With respect to the entry of names of places, it is not to be supposed where a very large number of them have to be entered that the matter of cross-references can be very closely attended to. It is the events, persons and nations, upon which our attention has mainly to be concentrated, and places only as affected by those events, persons and nations. While not abating for a moment the high value to be set on the practice of making cross-references ; and whilst regarding the principle as one of the essentials of indexing, the compiler would find his task almost endless if, under " England," " Scotland," and " Ireland," he set himself to make a list of all the towns and

counties that appeared as separate subject-headings. This course, however, would be quite right in a great work like *Poole's Index*, or the *Review of Reviews Index*, where the record of places has an immensely wider area of relationship, embracing not merely events and persons, but phenomena of almost every class. But history, as we know, is only one department of human knowledge.

111. Some subject-headings will be given by way of illustration accompanied by detailed entries.

3. Arrangement of Entries.

112. The inner alphabetical arrangement which has been generally advocated throughout this work—though, as pointed out at the beginning, entirely artificial—has the immense advantage of speed of reference. But as in the study of history, chronology, or the principle of treating events in order of time, is one of the most important factors for its right understanding, so in the indexing of facts connected with a person's life, a nation's life, or the life of an institution, the same principle should have equal weight.

113. Deferring any remarks as to the arrangement of entries in a large cumulative index, we will first deal with the case of books or monographs in which the facts have to be indexed paragraph by paragraph or sentence by sentence. For this, after all, constitutes the more important part of our work.

114. Taking as a first instance the Earl of Essex, of Elizabeth's reign, the facts about him fall into two groups, (i.) those that have no particular relation to the order of events, (ii.) the events themselves, whether his own actions or the actions of others towards him. His character, political conduct, faults, and resemblance to Buckingham,

are general facts; his expedition to Spain, the decline of his fortunes, his administration in Ireland, the ingratitude of Bacon towards him, and his trial and execution, are particular events, all of which are in sequence. The best plan to adopt therefore seems to be to arrange the *general facts or events alphabetically, the chronological events in order of date,* the date to follow the entry whenever possible, and in conspicuous type.

115. Our next example is George Grenville, the statesman. As will be seen by referring to the entries further on, the index from which we quote gives hardly any general facts about him. The entries all relate to events of sequence, therefore they will be found arranged chronologically.

116. The entries under "Long Parliament" comprise but one or two general statements, nearly all being the record of transactions during the course of its existence. It will, therefore, under the method adopted, be found possible to trace the sequence of its transactions.

117. Under the subject-heading "Restoration" (of 1660) will be found certain entries which show that what has been written about it in the essay with which the entries are connected has no reference to the progress of events. Such entries as there are—and they are not many—relate purely to the effects of the Restoration; their arrangement is therefore alphabetical.

118. Some more examples are taken from the index of a well-known text-book of history. I have specially selected the subject-heading, "Ireland," that is, Ireland from the national and political standpoint, and no other. Here, if ever, is an instance in which the importance of chronological arrangement is brought out, for all the events stated in the entries refer only to time. The

entries under "Lanfranc," "Mercia," "Peasantry," are similarly chronological in nature, and their arrangement is accordingly the same.

119. Our last selection of subject-headings with entries is taken from the last series of collected essays by a well-known historian. The illustrations I have given, "Lords, House of," "Nobility," and "Orange," exemplify all that I have said above; but the proportion of entries comprising general facts will be found far larger than those embracing chronological events.

ESSEX, EARL OF (Robert Devereux, 1567–1601).*
character
faults
friendship for Bacon
resemblance to Buckingham

---

political conduct of (1593–96)
popularity and favour with Elizabeth (1593–95)
conversation with Robert Cecil (c. 1595)
expedition to Spain (1596)
pleads for Bacon's marriage with Lady Hatton (c. 1597)
administration in Ireland (1599)
decline of his fortunes (1599)
Bacon's faithlessness and ingratitude to him (1600–01)
trial and execution (1601)

GRENVILLE, GEORGE.
character
entrusted with the lead of the Commons during the Bute administration (1761)
supports proposed tax on cider (1763)
nicknamed the Gentle Shepherd (1763)
appointed Prime Minister (1763)
treatment of the King (1763–5)

---

* The page references following the entries and sub-entries are not given, as their addition would here serve no practical purpose; arrangement of such entries being, as explained, the sole reason for which these examples are quoted.

GRENVILLE, GEORGE.
deprives Henry Conroy of his regiment (1764)
proposes imposition of Stamp Duty on North American Colonies (1764)
triumph over the King (1765)
superseded by Lord Rockingham and his friends (1765)
popular demonstration against him on repeal of Stamp Act (1766)
deserted by the Bedfords (1768)
pamphlet by him against the Rockinghams (1768)
reconciliation with Chatham (1768)
death (1770)

LONG PARLIAMENT
censured by Mr. Hallam
controversy on its merits
faults of
recapitulation of its Acts

---

first meeting of (1640)
early proceedings (1640–42)
attainder of Strafford (1641) defended
sent Hampden to Edinburgh to watch Charles I. (1641)
openly defies Charles I. (1642)
refuses to surrender the members ordered to be impeached (1642)
nineteen propositions of (1643)
conduct in reference to the Civil War (1643–44)
treatment of it by the Army (1648)

RESTORATION (OF 1660).
contrast between that of Charles II. and of Louis XVIII. (of France)
degenerated character of our statesmen and politicians in the times succeeding it
effects of it upon manners and morals of nations
standard of political morality after it low
violence of party and low state of national feeling after it

IRELAND
circumstances of its conquest in 12th century (1169)
struggles there after conquest by Strongbow (1210)
treatment by Henry VII. and Henry VIII. (1487–1535)

IRELAND
effect of the Reformation in (1535–1551)
effects of the Catholic reaction in (1555–79)
conquest of, by Elizabeth (1598–1601)
revolts in, their effect on Spencer's life (1599)
treatment of, by Strafford (1632). See *Wentworth.*
Charles I. appeals to Ireland against England (1644)
Cromwell's conquests in (1649–1650)
effect on, of Charles II.'s policy (1667–1673)
James II. attempts to enrol its soldiers in his army (1688)
William III.'s conquest of (1690)
position under the Georges (1712–1798)
asserts its independence in 1782
state during time of independence (1782–1798)
England's difficulty in Pitt's time (1783–89)
rising in 1798
union of, with England (1798). See *Flood; Grattan; Pitt*

LANFRANC (OF PAVIA)
enters abbey of Bec (1045)
opposes William the Conqueror (c. 1060)
becomes William's chief adviser (c. 1060)
summoned to England (1068–71)
reforms of (1068–71). See *Church of England.*
assists Rufus to gain the crown (1087)
effect of his death (1090)

MERCIA
colonisation of (570)
paganism of (633–655)
shakes off overlordship of Northumbria (635)
conquests in time of Penda (642)
Chad's mission to (645)
progress great in latter part of seventh century (650–700)
rise of Mercia after fall of Northumbria (685–823)
power under Offa (757–795)
relations to Wales (757–795)
fall of (823–827)
victories over Danes under Æthelred (892)

PEASANTRY
condition in early times

PEASANTRY
first alterations in (1327–77)
effect on them of Statutes of Labourers (1349)
John Ball preaches to them (1377). See *Ball* (John)
struggle to attain a higher condition (1377)
revolt of (1377). See *Tyler* (Wat)
subsequent struggles after Tyler's time (1381–99)

LORDS (HOUSE OF)
choice of officers of
constitution at present
growth compared with that of House of Commons incidental
how affected by House of Commons
not designed as a second chamber
not essentially hereditary
popular misconception about
present constitution
present powers

---

descent from the Mycel Gemot (c. 500–600)
abolished (1649)
restored (1660–61)

NOBILITY
commonwealths of modern date unfavourable to
contrasted in France and England
definition of
England possesses no true nobility
History
at Athens
at Florence
at Rome
at Sparta
how far the results of conquest
in Slavonic countries
misuse of the name
nature in cities and large states
of settlement and of office
relation to the British Peerage
to gentry
to Kingship

ORANGE
arch of
becomes a fortress
castle hill, importance of
circus of
compared with Savoy and Switzerland
geography, confusions as to
real position
independence of long date
part of Kingdom of Burgundy
princes of
relations to France
remains chiefly Roman
special history
theatre of

---

foundation and position of the county (900–1100)
principality of (1150–1200)
communal movements at (1247)
encroachment of France on (1349)
Chalons, princes of (1393–1531)
Nassau, princes of (1531–1702)
compared with Lichtenstein
final annexation to France (1714)

120. When we come to the indexing of occasional historical contributions, which are found scattered up and down in numerous volumes of collected essays and in various journals and reviews, the case is somewhat altered. We have no longer to do with one writer, who sets himself the task of detailing events in order of time, but with various writers who treat of any one aspect of an historical character in which they are interested, or who write on disconnected points in the history of some locality or institution. Of course, where any chronological sequence of events can be traced, the arrangement indicated in the foregoing pages should be carried out, only it will be generally found that the entries do not lend themselves *to such* treatment.

121. The following subject-headings with their accompanying entries are taken from the *A.L.A. Index to General Literature*, (Biographical, Historical and Literary Essays). Without a complete list under each of the subjects having been given, enough has been transcribed to indicate the style of indexing. Some of the entries are not necessarily historical, but this is of no material consequence here. The references are not given, but they follow the entries, as would be seen by looking at the original work.

122. Just to touch on detail briefly, the facts comprised in the entries under "Henry VIII." have little or nothing to do with the continuous history of himself or his reign; hence there is no need for their chronological arrangement. Such entries under "Rome" as are chronological are so placed (Rome *in* 1862, *in* 1870, etc.). "Rome, Siege of: (1849)" might have been set out "Rome *in* 1849 (Siege of)," but it will be noticed that "Siege of (1849)" is followed by "Sieges of," no dates being assigned to this entry. therefore, why for the sake of one particular point in chronological precision separate two entries that are not merely cognate but absolutely similar? "Siege of 1849" may therefore well remain where the compilers (for whose system we have in general the highest possible regard) have placed that entry. The entries under "Scotland" do not call for comment.

HENRY VIII. (General references to authorities arranged alphabetically).*
Anne Boleyn and the Reformation
Church under
death of
Defender of the Faith

* Chronological arrangement of these general references would have been preferable. The same remark applies to the "general authorities" under "Scotland."

HENRY VIII.
divorce of
literary character of
manuscript sonnets of
military system of
political character of the Reformation of
reign of
valor ecclesiasticus
ROME
and its vicissitudes
Campagna of
Churches of
English students at
first impressions of
forum of
recent excavations
in and about
in the carnival
in the fourth century
in the fourteenth century
in 1862
in 1870, occupation by Italian troops
in 1871, condition of city
in 1873 (James: *Transatlantic sketches*)
in 1884 (Cust: *Linguistic essays*)
modern
municipal government in
of "The Marble Faun"
old and new
paintings in
reformers in
revisited
sack of
salons of
siege of (1849)
sieges of
society in
spiritual supremacy of
SCOTLAND: (general authorities arranged alphabetically).
and the Scotch
Bibliography

SCOTLAND :
Borders of
Burton's History of
Calvinism in, intolerance of
Church of, disestablishment of
disruption of
history of
poets of
secession from
Church tendencies in
covenanters of
crown of : relation to the Crown of England
early fortifications in
early poetry of
educational difficulties in
field preachers of
heart of
heirs of the blood royal
hindrances to agriculture in the 18th century
lakes and mountains
movement of religious thought in
nationality of, preservation of
old Parliament of
physical features of
rebellion of in 1745, suppression of
restored
rivers of
summer days in
travels in
trip to

PART II.—COMMERCIAL INDEXING.

CHAPTER I.

INDEXING PRICE-CATALOGUES.

123. HITHERTO we have been considering indexing solely in the light of a guide to literary knowledge. Now we have to determine how far it may be made the instrument of commerce, for a commercial index or inventory is as important to a business man, as is a literary index to the ordinary student or man of letters.

124. As books themselves are bought and sold just as much as anything else, the first few remarks will relate to reform in present methods of producing booksellers' and auctioneers' catalogues.

It is very hard to grasp the principle upon which the majority of booksellers' catalogues are compiled. As a rule the titles of the rarer and more valuable publications are set out in large type on the front page. This, of course, is quite in order, as a business man naturally wishes his highly-priced goods to catch the eye of his wealthy customers at once; but, with this exception there seems to be no method. Some of the books are catalogued under author only, some under the subject only, and others under form alone. To make such a catalogue really useful to all classes of customers, all the books should be entered under the authors' names, and brief subject and *form* entries should either be made on the principle of

a dictionary-catalogue, or comprised in a separate index at the end. The section on the indexing of bibliographies which appears earlier in this work will give some idea how this should be done.

125. As for book-auctioneers' catalogues, they are arranged upon one simple but antiquated principle, the books being classed under sizes alone, "octavo et infra," "quarto" and "folio." Entry is uniformly made under author, it is true. Many of the books are not catalogued at all, being grouped under "lots." Exigencies of time and space, and the small value of many of the works offered for sale, excuse this want of thoroughness in description. But at the same time all the more important books catalogued under the authors' names ought to be entered briefly under their subject or form, for although it is assumed that intending purchasers will either personally or by proxy examine the lots, sufficient information should be given about the books to enable those prospective buyers to judge of their merits by mere description.

126. Price-catalogues of material articles of commerce will be either general or special, according to the nature of the goods sold. General, as in the case of stores such as Whiteley's and Harrod's, and those of the Co-operative Societies and Supply Associations. Special, as in the instance of any one single trade or manufacture, such as that of a draper, stationer, provision merchant, or brass founder.

127. To gain a general idea of the principles of subject indexing, the compiler will do well to make a thorough study of the section on subject-indexing of general periodical literature appearing earlier in this manual (Sections 19-61). The chief difference between the two kinds of indexing is this: that whereas the literary indexer's entries are

largely made up of facts and opinions, those of the commercial indexer consist almost solely of the names of things. The number of single names (simple substantives) is remarkably small. Anyone who meets with the words "Macaroni," "Macaroons," "Nutmegs," simply enters those words with the page-reference. But if one sees "Almond Oil," "Salad Oil," "Olive Biscuits," "Olive Oil," "Orange Wafers," "Orange Bitters," that single task becomes a double one, and we enter under "Almond" and "Oil," "Salad," and "Oil," "Orange" and "Bitters," and so forth. In literary indexing, choice of entry has often to be made, in which case it is usual to select the specific words "Salad," "Orange," instead of the generic terms "Oil" and "Bitters," with cross-references under "Oil" and "Bitters" to "Salad Oil" and "Orange Bitters."

128. But the users of indexes to trade catalogues are not as a rule students; they are drawn from a class of persons who do not want to be troubled with looking twice for a thing. Some one wants a motor coat—and wants to know the price of it in a great hurry. His intelligence may be at fault for looking under "Coats" first before "Motor Coats" but that is not our concern. We have to provide for the possibility of his so doing. And if this argument applies to the customer not in the trade it has still stronger force in the case of the outfitter's buyer, who has his own and his employer's time to consider. And the same thing may be said of "Salad Oil" and "Orange Bitters" and any other double term you choose to think of. As said above this double entry is facilitated by having the names and the page alone to provide for.

129. When the name of an inventor, patentee, proprietor, *or manu*facturer, is associated with that of an article

or preparation, entry should always be made under it. for instance; "Colman's Mustard" "Condy's Fluid," "Pear's Soap," and "Price's Palmitine Candles."

130. Laudatory expressions, such as the "perfect" "perfection," "triumph," which become woven into the name of an article, may generally be omitted with safety. Each substance of merchandise on the market "has no rival" or "is the best" in the eyes of the proprietor or manufacturer; but it is for the retailer or the public at large to find that out, and prove the truth of the statement. Of course, if the manufacturer issues a catalogue of his goods, he may direct the indexer to insert these expressions, and there the matter rests. But I am assuming the more general instance of a catalogue emanating from a firm or company offering for sale the products of various commercial undertakings.

131. "Universal," however, though a phrase distinctly designed to catch the eye of the public, has become to a great extent part of the name of various articles of commerce; it is not easy therefore to dispense with its entry in indexing, "Universal Ratchet," "Universal Trunks," "Universal Vaporiser," for examples. The arrangement of sub-entries under the subject-heading will be strictly alphabetical, in accordance with the plan of *Poole's Index* (Section 52.)

A useful actual example is offered in the following:—

ELECTRIC Appliances
- Batteries
- Bells
- Billiard Table Light
- Block
- Candlesticks
- Contacts

ELECTRIC Fan
- Flashlight
- Floor Lamps
- Fluid
- Gas Lighters
- Hair Brush
- Heating Utensils
- Indicator

132. We conclude this section with a word of warning. When commencing-words with more than one meaning are used as headings, the headings should be repeated with the change of meaning. This elementary point is frequently neglected, not only in price-list indexes but also in those claiming to be of a literary nature. The following are ordinary examples :—

CORN Bins	CORN Extirpator
Crushers	Knives
Flour	Plaster
LIME Cream	LIME Fruit Tablets
Cylinders	Juice
Water	Wine

CHAPTER II.

COMPILATION OF PRIVATE BUSINESS DIRECTORIES.

133. "THAT plain man of business, the Directory Maker, shows us how myriads of names of people, and of streets and occupations can be dealt with, and made easy of reference by the two great principles of (1) using the alphabet as the ultimate method of arrangement, and (2) lightening the strain on the alphabet by accepting any other means of preliminary classification which can be readily understood. Let us all study our directories!" * The foregoing form the concluding words of an interesting article the purpose of which is to enforce the application of the method upon which directories are compiled, to that of making library catalogues. It is remarkable to note how small is the proportion of complaints levelled at

* Pollard, A. W. *A Meditation on Directories.* Library (new series). 1901, ii., 82-90.

directories by the general public, compared with those aimed at catalogues and indexes. But though such a fact may occasion remark it ought to excite little wonder when once its cause is rightly understood. The truth is that the directory maker has cultivated the art of finding out exactly under what headings his searchers are likely to look, whereas the cataloguer and the index-compiler too often arrange their entries under those headings which they consider readers and students ought to consult.

134. If the method of the directory maker is applicable to library catalogues and literary indexing, it is naturally the ideal one for business purposes.

It will be shown later on how the card-system of indexing names, localities and articles in houses of business is ousting the ledger and alphabetically stepped index-book from their time-honoured stronghold. This is duly explained in Part III. "Mechanical Production of Indexes." All that is here needed are a few words explaining the order in which the cards containing names of persons, occupations and localities should be kept in private business directories.

135. For the name-index, and the customers' index, which are kept in all houses of business, the best and in fact only models to follow are the Court and Commercial Directories as set out in Kelly and Co's well-known compilations. These models will be found equally useful for any kind of indexes consisting of names of persons, such as a policy index in an insurance office, or an alphabetical list of clients' names in a bank containing their signatures for cheques, and followed by their addresses.

* The first chapter of Part III. should be studied simultaneously with this one.

The arrangement of individual names is a simple matter, for anyone is equal to sorting cards containing names as follows :—

Blake, Charles
Blake, John
Blake, Martin
Cook, Joseph
Cook, Matthew
Cooke, George
Cooke, Robert James.

It should be noted however, that when there are several individuals enumerated all bearing the same name, the names of the trades or professions following the names of the individuals are arranged alphabetically. Thus "John Smith, accountant" comes before "John Smith, boot-maker."

But when it comes to the arranging of names of firms and companies more care is needed. These should all be placed before the individual names in the order which the following example will illustrate :—

White, Brothers
White & Brown
White, Charles & Co.
White, James & Co.
White, Matthews & Co.
White, Norton & Co.
White, Samuel & Co.

The names of all institutions should be placed under the first word not an article :—

Royal Geographical Society (The).
Royal Society of Miniature Painters (The)

"North," "South," "East," and "West" are the commencing words of countless companies, and institutions. They are also surnames to a limited extent. Where

they occur as surnames, they should follow all the company and institution entries, unless they are the surnames of firms, in which case they are merged with the companies, thus :—

South Indian Railway Company
South, Linton & Company.
South London Dwellings Company.
South, James
South, John

Certain names are common to localities and persons: the same rule is to be observed, companies and institutions combining the names of localities with some other words precede those of individuals. Only, if the surname be the commencing one of a firm, the name of the firm will be interspersed among those of companies and institutions :—

Kent, James & Son
Kent Waterworks Co.
Kent, Edward

136. Another card-index which it will be found necessary to keep will be that based on a local arrangement of names of persons and firms. The names of towns, if the directory be general or provincial, or of streets if it be local, will form the main heading. There may, of course, be only one name of a person to one town or one street, but if there be more than one, a separate card must be used for each firm. Thus, if a firm has half a dozen correspondents in Leeds or Manchester, or in Leadenhall Street or Queen Victoria Street (City of London), the names of those respective clients, customers or correspondents must be entered on separate cards and arranged alphabetically exactly as explained above.

With regard to the arrangement of towns and streets the plan followed in the index to the "*Times* Atlas" and

the "Post Office Directory" is the correct one to adopt. Single names of course give no trouble whatever, but all double names should be entered under the first word, such as "East Ham," "West Ham," "North Shields," "South Shields," "West Bromwich," whenever that first word indicates a separate and distinct municipal or distinct urban or rural area. When a town is known by an abbreviated name whether the first name or no, enter under that name—for instance "Hull" in preference to "Kingston-upon-Hull."

Double names of streets follow a similar arrangement—for example—High Holborn, Great Portland Street, Old Broad Street, Deptford Broadway, North Audley Street, South Audley Street and so forth. Now, although in literary indexes dealing with names it is generally not advisable to separate the names of contiguous areas or localities, the distinguishing first word of which is that of one of the points of the compass (North America, South America, North Devon, South Devon), it is the correct method to adopt for a business directory. I have already mentioned the necessity of best catering for the wants of searchers, many of whom are not literary, and all of whom are looking up facts not in the least connected with literature. "New," "Old," "North," "South," are the first words they will think of in turning up the name of a street.

137. Lastly, it may be found necessary to keep a card-index of clients or correspondents with a double alphabetical arrangement, first under the name of trade or profession, and secondly under the names of the clients or correspondents grouped under their several professions. The second grouping has already been explained; the names should *be entered* on separate cards, preceded by a guide card on

which is entered the name of the occupation, "Cotton Manufacturer" for example.

The way the names of these trades, etc., should be entered will best be learned by a careful examination of the "Trades" section in *Kelly's Directory*, but the following few examples may be found useful.

Acetylene Gas Apparatus Manufacturers.
Agents, African. See *Agents*, South African.
,, American.
,, Army. See also *Agents*, East Indian Army.
,, Australian.
,, Bank.
,, Birmingham. See *Birmingham* and *Sheffield* Agents.
,, Book.
,, Brandy. See *Agents* (Wine) also *Brandy* Merchants
,, Brewery. See *Brewery* Agents.
,, Brick. See *Brick* Agents.
,, Business.
Analysts.
Aniline Colour Manufacturers.
See also *Dye* Manufacturers.
Bamboo Furniture Makers.
Bank Note Engravers.
Basket Makers.
See also *Dress* Basket Makers, *Luncheon* Basket Makers.
Bicycle Makers. See also *Tricycle* Makers.
Brokers. Antimony.
,, Bark.
,, Bill. See also *Brokers*, Exchange; *Brokers*, Discount and *Agents*, Discount.
,, Bones and Horns.
,, Bullion and Jewel. See also *Bullion* Dealers.
,, Carpets. See *Brokers*, Turkey Carpet.
,, Chemical.
,, Coach. See *Coach* Brokers.
,, Coffee.
,, Colonial. See also *Brokers*, Drug, *Brokers*, India, *Brokers*, Tea, *Colonial* Dealers.
,, Colonial Fibre, See *Brokers*, Hemp, etc.

Brokers. Cork.
,, Corn.
,, Cotton.
,, Stock and Share.
Canal Companies.
Celluloid Manufacturers.
Cement Makers.
See also *Lime* Merchants.
Chasers.
See also *Engravers.*
Chemists. Agricultural.
,, Analytical. See also *Analysts.*
,, Manufacturing. See also *Acetic Acid* Manufacturers, *Borax* Manufacturers, *Carbolic Acid* Manufacturers, *Creosote* Manufacturers (and various others).
,, And Druggists. See also *Druggists,* wholesale, *Chemists,* agricultural (and various others).
China, Glass and Earthenware Dealers.
Coffee Rooms. See also *Coffee* Taverns, *Dining* Rooms.
Colliery and Iron Companies. See also *Coal* Owners, Coal Merchants, Iron Masters.
Copper Mining Companies.
Cotton and Cotton Yarn Manufacturers. See also *Yarn* Merchants.
Cotton Manufacturers.

CHAPTER III.

INDEXING OF CORRESPONDENCE.

138. THE following are the few remarks that are necessarily relative to the indexing of correspondence, official and commercial.

There should appear in the index :—

(1) The name of the person or firm to whom the letter is sent, with short title briefly indicating the *substance* of the letter.

(2) The name of the person or firm from whom a letter is received, with a short description of subject.

N.B. When a company or institution is better known by some familiar or nickname, cross reference should be given.

(3) The subject or subjects of the letter—this in every case to be followed by the name of the person or firm to whom sent or from whom received.

(4) Following the name and title should appear a reference to the number or number and letter of the alphabet distinguishing the file in which the communication in question is kept.

The accompanying letter with headings following sufficiently illustrates the foregoing rules.

British Lysoform Co. Ltd.
Tower Bridge, S.E.

Dear Sir,

We are much pleased and interested to hear of the success of the experiments with Lysoform carried out for you at Buluwayo by Professor Loir, of the Pasteur Institute of Paris. We are not in the least surprised, as the reports we had already received, both from leading British and German chemists, made it certain that among the many uses of Lysoform, it could be used as a sheep dip with the greatest advantage and economy; but it is gratifying to have this confirmed by such a practical series of tests as those carried out by Professor Loir.

We are forwarding invoice for fresh supplies as requested, and will be careful to have them shipped in the manner prescribed by you. We are taking the liberty of sending with them, for the use of your staff out there, a small supply of other Lysoform preparations, *viz.*, pure Lysoform for general medical, surgical and sanitary purposes, Lysoform soap (which, while a perfect antiseptic, is an elegant toilet preparation), Lysoform shaving soap, together with other things that explain themselves, *viz.*, Lysoform mouth wash, tooth paste, powder (either for toilet use, or as a protective against moth and insects in clothes and bedding), ointment. We are not including these in the invoice, and beg your acceptance of them for trial.

Faithfully yours,
The British Lysoform Co., Ltd.

The Secretary,
British South Africa Co.

In an ideal letter index this letter should be indexed by the *sender* under the following headings :—

* British South Africa Co.,
Lysoform as sheep dip, Loir's experiments
Chartered Co., see *British* South Africa Co.
Loir, his experiments on Lysoform at Buluwayo (B.S.A. Co.)
Buluwayo: experiments with Lysoform as sheep dip, etc. (B.S.A.Co)

In the index of the *receiver*, it should be indexed under :—

† British Lysoform Co.
Lysoform Co.
Loir
Buluwayo
Sheep Dip.

and after each entry the proper number of the letter.

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* This Co. is familiarly known as "The Chartered Co."

† As the adjective "British" is likely to be ignored or forgotten, it is well to give reference to the word that indicates the business *of the Company.*

PART III.—THE MECHANICAL PRODUCTION OF INDEXES.

CHAPTER I.

THE CARD SYSTEM AND ITS APPLICATIONS.

139. How to construct an index from the intellectual standpoint has been the main theme of the foregoing pages. But the fingers have to work as well as the mind, and the learner must become acquainted with the most time-saving methods of sorting and handling the material that expresses his or another's thoughts. Permanent indexes are dependent for their value on mechanical aids. For a great many years permanent indexes were constructed upon principles reminding one of the bed of Procrustes or the Scotch "boot." The unhappy indexer was compelled to cram in his entries into ledgers the margins of which are cut into those "stepped" alphabets with which all are familiar. No matter how much space was (or is) allotted, overcrowding is the inevitable result. I suppose the non-expansible system will continue to have its devotees to the end of time. Those who "want to see everything at a glance" seem impossible to be convinced that their end can only be attained at the expense of system, and by means of apparent confusion. The majority of reference-makers however, have been educated into a belief of the

overwhelming advantage of the card system; hence its increasing popularity and wide development within recent years.

140. Mr. Brown, in his *Manual of Library Economy*, has given an account of the principal forms of card-catalogue in present use. To detail what he is better qualified than I to explain, would here be needless, so I simply refer readers to sections 350 to 358 of his book, as being worthy of careful perusal. A very brief sketch will for present purposes be sufficient.

In the old days, first of all, cards were made of material that frayed out at the edges; but for indexing and cataloguing purposes, where the cards are required for permanent use, none are at present date acceptable but those of tough texture, not bulky, however, but slender and flexible. The angle-block which keeps the cards in position when the drawer or tray is not full, is movable backwards or forwards as circumstances may require, and supports the cards at the angle required for consultation, thus making them perfectly easy to read in any light. The old connecting rod screwed round and round at the end; the modern variety can be rapidly locked and unlocked in four different ways (1) by screw knob, (2) by key, (3) by concealed gravity catch, (4) by spring catch.

141. The cards are kept either in single trays, which would be used for merely a small index or catalogue, in cabinets, varying in size from those holding only two drawers to a colossal piece of furniture containing a hundred. Everyone knows the risk of pulling out a heavy drawer too far, and to obviate this danger, a special apparatus, known as a tray-stop, has been invented; this allows the drawers to be pulled out as far as is *consis*tent with security.

142. Mr. Brown describes the French card-catalogue system of M. Bonnange as follows :—" A French form of card-catalogue was invented by Mr. F. Bonnange of Paris, in 1866 and improved in 1874.* In this, the method of securing the cards differs from the rod threading through perforations, as in English and American models. The cards are hinged, and have shoulders formed in the slightly thicker lower portion . . . which is also slotted to clear the fastening. The hinged cards shoulder into side grooves formed in the wooden trays, and the slotted portion is placed astride a powerful endless screw, which traverses the tray from end to end, and carries a suitable block which acts as a travelling clamp. The screw is worked by means of a key, and when turned to the right the block travels forward along the screw till the cards are all firmly clamped between it and the end of the tray ; when turned to the left the block travels back, and so releases the cards to enable insertions to be made. The upper portions of the cards being hinged and consequently free of the block, are not clamped, and can be turned over readily for purposes of consultation. Guides, alphabetical, or numerical, may be inserted either above or at either side of the cards."

143. A similar invention by Signor Staderini of Rome (1890) " differs from the Bonnange tray in having a sliding block gearing with a ratchet, which is fastened along the bottom, and made to engage or disengage by means of a key. The cards are similar in principle to those of the Bonnange system, save that the lower hinged half is not slotted."†

* Bonnange (F.) Projet d'un catalogue universel des productions intellectuels, 1874.

† Brown, *Manual of Library Economy*, sect. 355, 356, pp. 303, 304.

144. The principal advantage of the Bonnange and Staderini methods consists in the clamped lower portion of the card acting as a counterfoil should the upper part be torn off. If this lower portion be numbered, or half a brief title written on it, this will form an additional safeguard.* The upper halves of the Bonnange cards stand up high out of the tray, and being hinged can be easily turned backwards and forwards. This renders them easy for consultation, and Mr. Cutter suggested that they could thus be turned over like the leaves of a book and written on, not one side but both. This anticipation has been verified by the invention of the Duplex Card Catalogue, also described by Mr. Brown. But the thick bases of the Bonnange cards unquestionably take up a great deal of room. This has been pointed out by Mr. Cutter, who remarks, "M. Bonnange gives a lithograph of a stand containing 16,000 cards. One of similar size in Harvard College Library will contain 225,000 of the cards used in Professor Abbot's system." It should be explained that Professor Abbot† advocated the card system in general use in England and America, but in its rudimentary form, without the connecting-rod, and with the old-fashioned movable blocks. There can be no question that Mr. Cutter was perfectly right, and that we must con-

* The Bonnange method has also been described by Mr. Cutter in his report on "Library Catalogues" contributed to *Public Libraries in the United States of America*, pp. 558-560; and there is similarly an account of it and the Staderini system in Graesel's *Manuel de Bibliothéconomie*, Laude's translation, 1897, pp. 261-264.

† Report on the new Catalogue of Harvard College Library, included in the Examining Committee's report for 1863. (*Public Libraries in the United States of America*, p. 556.)

sequently sacrifice the apparent advantages of accessibility* to considerations of space, when the difference in the number of Bonnange cards and the simple cards occupying one and the same area amounts to such a high figure as 90 per cent. Duplicating the entry, at least briefly, on the lower portion of the Bonnange cards may be advantageous, but in work that has to be done with such comparative rapidity as indexing, the question of time has to be considered.

145. The sheaf-catalogue in its improved form as the Adjustable Catalogue Holder is thus described by Mr. Brown.† "It has a flexible leather back, and the slips are bound and unbound by the contracting and expanding action of two cylindrical screws turned by means of a metal key. It is not necessary, as in the case of all other sheaf holders, to undo this one in order to remove the slips, when additions are being made, the loosening of the screws being all that is necessary. The slips are punched at the back edge with bayonet-shaped or keyed slots, which give sufficient holding power when the screws are tightened to clamp the boards and slips into one solid and firm volume." The principal advantages claimed for the sheaf-catalogue (which apply to its use for indexing purposes as well as for a library) are (1) a considerable saving in space, (2) simultaneous consultation of various portions of the alphabet by different users, if the catalogue or index be a large one. For the larger the catalogue or index the greater will be the number of holders required.

146. These advantages cannot be gainsaid, but experience shows that unless the holders are of very good

* As already explained the angle block renders ordinary cards perfectly accessible.

† Brown, *Manual of Library Economy*, par. 362, pp. 309, 310.

make (and considering their comparative cheapness this is generally too much to expect), their manipulation will be very troublesome. The screws often get bent; they do not run evenly in their moulds; the paper is apt to get torn at the slots; the leaves sag; and the leather backs at the points where they are attached to the boards are apt to give way. Again, if the screws give trouble, the key is apt to snap at the point where its tooth fits into the groove of the screw. It may be feasible to insert slips without undoing the holder; only this is a process that requires caution, and when there are a large number to go in, the simpler plan is to open the holder, take all the slips out and insert in the same way as in a card-tray or drawer. But this takes time. Finally, the manila slips prepared are frequently for typing purposes only; that is, the rough surface is uppermost, this surface being rugged enough to ruin the best pens. The slips, of course, are not reversible, as the slots would be turned upside down.

147. All things considered, there can be little doubt that the modern card system is best for indexing purposes. Broadly speaking, indexes on cards will be divided into two classes (1) those of a literary nature, (2) those used for commercial, official and professional purposes.

148. (1) A literary index is by its very nature nearly always destined for the press, and its manual method of compilation is discussed in the next two sections. Some persons keep a private index of facts and opinions gathered from their daily reading of books of all kinds. This is useful under any circumstances, specially so when the book is not indexed, or, worse still, badly indexed. These entries they generally make in note-books stepped alphabetically. These have the advantage of being *portable, which* a card-index is not. But that is the sum

total of their value, because of the inevitable congestion and alphabetical disorder. It would be better to make the entries roughly in a memorandum book as they occur, and then transfer them methodically on to cards. The intellectual principles upon which such an index should be made can easily be gathered by a study of the earlier chapters of this work. A compilation of this kind will generally be the private and personal task of the note-taker, but if he puts the work into the hands of an assistant he should see that his helper understands something about it, and can type intelligently or write neatly.

149. The great value of the card system for literary indexing consists in its use for cumulative compilations. If all the proprietors and editors of journals, and the publication committees of learned societies' transactions would but recognise the importance of merging each year's index into its predecessor, there would be less searching of hearts and anxiety as to ways and means, when the time came to print the cumulative, or so-called "general" index. The method of doing this is simply to cut up and neatly paste each single entry on cards, and arrange these cards in the drawers of the cabinet in precise alphabetical order. Next year the same thing should be done, and the cards interpolated, the entries under individual authors being of course chronological. The cut slips should be pasted as high as possible on the cards so that they may be seen easily. The natural effect, however, of an increased thickness on the upper half, except, of course, where the slip is large and covers most of the card's surface, will be to cause the upper portion to bulge, and the lower to warp; this effect will become very pronounced in a whole drawerful of several hundred cards. The way to avoid this unpleasant occurrence is to prick the lower

surfaces on the reverse sides at a few points with a brad-awl, just enough to cause slight protuberances which will balance the projecting upper surfaces, and keep the card surfaces even throughout; or else to buy the cards already "burred."

150. When it is decided to print the cumulative index—say after the lapse of ten years—it should be carefully revised. It may be necessary to abbreviate some entries and to expand others, but the immense labour and consequent expense of re-compilation will be saved. As each section goes to press it should be quickly got into type, and the proof used for reference.

151. From use in libraries and for literary purposes the card index has now found its way into commerce and official departments, and its applications in this direction are almost limitless. It is now employed by banks, insurance companies, engineers, solicitors, surveyors, railway companies, in government and municipal offices, in fact, in almost every kind of trade and occupation where business is done on a large scale.

To give a detailed account of all these applications would be well-nigh impossible; just an example here and there is all that can be enlarged upon. For indexing insurance policies, the advantages of the card system are most numerous. Its principal use will be as an alphabetical list of names, under which will be given the name and address of the person insuring, date of birth in left-hand corner, and the policy number at the top right-hand. It may also be used by liability companies to record claims paid.

152. There is also another form of card, used by insurance agents, the first entry on which is the date, *next, name and* address, and various other details, such

as the form the insurance is likely to take, and a special space, as to the inclinations of the person solicited regarding insurance, whether he will take a policy and what chance there is of his accepting the proposals of the agent's company.

153. For bank records, indexing upon cards has come into use freely. One of the most important applications is the employment of the card for keeping signatures. At the head of the card is written the name of the corporation, firm, society or individual. Next follows the name of the bank, thirdly, the signatures, and fourthly, the addresses.

154. Cards can also be employed for a customers' index, as a means of following up trade and enquiries; for travellers' reports, and for probable source of supply. The main entry, in all these cases, will be under names.

155. Probably book ledgers will never go really out of fashion, but it is unquestionable that those who use the card ledger in business praise its merits highly. The ruling is the same as in a book, only the great value of the card ledger consists in the possibility of withdrawing closed accounts, and keeping them in a separate tray, the current accounts alone being retained. This elimination of useless matter is a most decided advantage; so is also the possibility of keeping a consecutive history of an account in one place. It can be posted easily; and as it can be divided into two or several parts, more than one clerk or assistant can be working upon it, at the same time. All business people know the inconvenience of carrying huge ledgers into court, when a law-suit is on. This labour is reduced to a minimum by the use of the card-ledger, as only the accounts concerned need be withdrawn and produced.

CHAPTER II.

PREPARATION OF INDEXES FOR THE PRESS.

156. MANY indexes are prepared upon manuscript which is not preserved. These embrace the indexes to all sorts of periodicals, serials, and all book indexes.

157. If it is proposed to preserve an each year's or each volume's index as (1) a permanent record for use in the library or office as the case may be, (2) as the material for a future cumulative index extending over several years, it has been explained that this end is best accomplished by cutting up each year's printed entries and pasting them on cards.

158. The compilation of an annual index may or may not be a matter of speed and urgency. The work can be done month by month, or week by week, according as each issue of the journal appears; and this is a decided advantage, because in proportion as this is the case the greater will be the thought and care bestowed upon it. Frequently, however, leisurely compilation is impossible. Circumstances will not permit of the task being undertaken as each part is published. "Needs must" when occasion demands it; but procrastination should be avoided as much as possible, since methodical progressive indexing is easy when pages are numbered, and the labour is lighter and better done when the task is not complicated by an accumulation of arrears.

159. But with books or publications such as the transactions of learned societies, which are often printed off *in a preliminary* and unfinished form, the case is different.

The indexer will find it fatal to commence working upon a book until the last matter, text or block, has been inserted, and the pages or paragraphs are finally numbered. If any portion of the index has been done every reference must be carefully checked to ensure that the changes caused, even by one small alteration, have received due attention and are correct as they stand. In the end the indexer will usually save time by waiting until the "make-up" has been definitely fixed before setting to work upon the book. It may well be, too, that he will save time by beginning his work afresh if, after starting, the page or section numbers have been changed.

160. Considering the haste with which it is necessary to compile book-indexes, it is small wonder, that some attempt at least should be proposed to facilitate their rapid production. Mr. J. D. Brown in his *Manual of Library Economy*, (sect. 368), proposes a method which he claims to be the most expeditious known. As I shall have to make a few comments upon his suggestion, I think it will be best to describe it in his own words :—

"There is no mechanical system of book-indexing known to us at present, the contrivances sold by stationers being chiefly holders for correspondence, or thumb indexes for ledgers, and similar business books. The common method of book-indexing is to write the headings or topics on slips or on long sheets of paper, repeating the headings over and over again, and sorting them alphabetically when the work is finished. It is a terrible task dealing with great masses of little slips, or cutting up and sorting the written sheets, as it practically means handling each item dozens of times, and keeping the whole alphabet in mental review. A simple method is as follows :—

Procure a stepped or thumb index holder of folio size and place ruled folio sheets in each alphabetical compartment. Most stationers keep several varieties of such cut sheets marked with the letters of the alphabet. If the index is likely to be a very large one, running to over a thousand entries, it will be as well to have sheets marked for all the ordinary alphabetical sub-divisions—Ab, Ac, Ai, Al, Am, Ar, As, Ba, Be, Bi, Bl, Bo, Br, Bu, By, etc. These are to be kept in the index-holder in strict order and ruled in two columns, the left-hand one to be used for entries, and the right-hand one for additions, when congestions occur. The indexing is done by writing each topic with its reference page, on the left-hand column of the sheet which is nearest to its alphabetical order, 'Black' going on sheet Bl, 'Borrow' on sheet Bo, and so on, making due space allowance for third and fourth letters upwards, as Bob, Bog, Bom, Bor, etc. The repetition of identical topics is easily prevented by a slight exercise of memory, and by glancing over the headings on a sheet before making a fresh entry. The slight loss of time caused by the necessity of turning up a certain sheet before entries can be made is amply repaid in the enormous saving effected in the final revision and sorting. Scarcely any editing is required, and the repetition of topic headings is almost completely avoided; the simple addition of a new page number to an already existing entry being all that is necessary. When the final alphabetization is undertaken, it is only necessary to cut up, arrange and paste down one sheet at a time. In many cases even this small labour is not required. During compilation it will be found a great advantage having such a rough, but accurate and fairly close, alphabetical arrangement to *which reference* can be easily made. After trying

slips and sheets written in random order as page by page was indexed, we have no hesitation in stating that the method described is the best, quickest and most accurate of the three."

161. So long as the index is a simple one, that is, an index in which there are but one or two, or at most three, entries under one subject-heading or under one name, this plan may be safely recommended solely on the score of the necessity of saving time. Alphabetical lists of names, or anything of the nature of a directory, may advantageously be compiled in this way, especially when the troublesome factor of cross-references has not to be reckoned with. Productions of this sort have often to be printed and published rapidly, so many letters of the alphabet at a time, and here the value of the method which enables the index to be compiled in progressive stages, comes in. Still, it must be borne in mind that the method of compilation is upon the non-expansive principle. Even the right-hand column which Mr. Brown proposes, may be insufficient to prevent congestion of entries; it may be used up by all sorts of unexpected subject-words and names. The only way of obviating this difficulty is to go through the matter to be indexed, marking every word that should be taken, and then making a rough list of everything required for entry under the letter B, for instance. In this way it will be possible to find out whether one or more sheets will be required for Bl, and how much on the right hand column will be wanted for Bor, Bos, and so forth. The longer the index the greater will be the difficulties of calculation, and the larger will be the amount of judgment required as to spacing out.

162. As for compilations approaching the nature of

"Poole," in which sub-entries and entries subordinate to these are likely to be numerous, this method of indexing is absolutely too risky and will not save time, rather the reverse. Admitting that assertions such as these deserve proof, a few topical headings, with sub-entries in illustration, are here given. They are taken from an old index, which, up to its lights, was a very good one, but I have arranged the sub-entries alphabetically on the system of *Poole's Index.*

ARTISTS :

industry insufficient to create an artist
invisible world not within their province
irksomeness of an artist in filling up details of his piece
meeting of, at Madame Geoffrin's house
necessity of artists to cultivate their mind to obtain eminence
of Ireland, doubts of their ability
why most liable to insanity

AURORA BOREALIS :

effects on animals at borders of Icy Sea
heat given out by, in Polar Regions
insufficiency of explanation of its resemblance to discharge of electricity
intensity, cause of
noise emitted by
crackling nature of
origin
parallelism of its beams with the dipping needle.

AUTHORS :

by profession, origin of
causes of their maladies
lines descriptive of illiberal criticism on
proposal of employing authors in editing "Remains"
tax for relief of authors in France

AUTHORS:
triple division of
writers from *ennui* a fourth species

AWE RIVER:
tremendous Alpine scenery on its banks

AYOU-DAG:
topography of the country

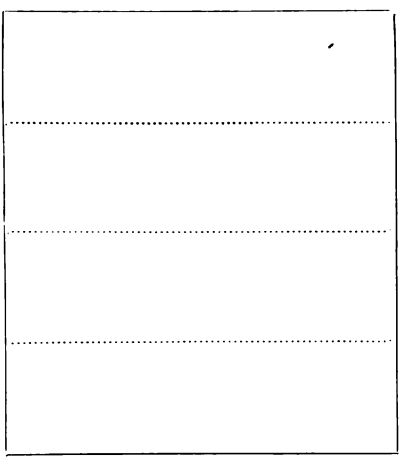
163. Now it is quite obvious that for "Artists," "Aurora Borealis" and "Authors," a very considerable space on the respective sheets would be wanted. In the preliminary disposal on paper of the sub-entries from their original pagination-sequence to that of definite alphabetical arrangement the very method that Mr. Brown recommends has actually been used by myself on a small scale, and for this reason; all the sub-entries are before us, and one can almost exactly estimate how much space they will require. But suppose the index is in course of making. How can we tell that as much space will not be required for "Awe, River," or "Ayou-Dag"? though as a matter of fact it turns out that there is but space for one entry needed under each main heading. The whole thing is uncertain while the work is in progress.

And another point; unless extreme care be taken confusion would be likely to arise from accumulation of sub-entries. They would have to be crammed in somehow under a main heading, and, despite careful forethought, room for them might be next to impossible. Granting there be room they should be written at even intervals; space however may not allow of this. Even though not much sorting be required it is troublesome work cutting up slips of uneven width, some narrow and some broad. The greatest care would have to be exercised to prevent

them becoming mixed up with slips belonging to other main headings. For instance, to take the letter K, which is not very prolific in entries, but yet will serve as an illustration. When the indexer began his work the Russo-Japanese war had not commenced. In the earliest number of the journal he is indexing there was not much literature about Korea, to say nothing of Kuropatkin. He allows what he thinks is a fair space, and writes the topic heading "Kurdistan," about three-quarter way down. Of course, long before the end of the half year the literature on "Korea" becomes enormous. The sub-entries fill up the whole space, overflow into the right-hand column, literally flood it, and must be carried on to the next sheet! Meanwhile, "Kurdistan," with its few sub-entries, remains down in the left-hand corner of the first sheet. It was not even possible to arrange the "Kurdistan" sub-entries in their proper order. They, as well as the sub-entries to "Korea," must be cut up and disposed alphabetically. The natural temptation would be to take them before proceeding to the remainder of the "Korea" matter on the next sheet, and if, by some unhappy chance, they become mixed with "Korea" sub-entries confusion would result, all through the preliminary time-saving process of not repeating the main heading.

164. The only plan left when dealing with complicated, as opposed to single-entry indexes, appears to be the following; write the entries one after another, repeating the subject-headings exactly as if one were writing permanent index-entries on cards. Use quarto ruled paper cut into single leaves, the most convenient sizes being 8 inches by 6½ inches, or 9 inches by 7. Each leaf should be folded into four equal portions, and an entry written on *each, just* as it comes. It would be a great saving of

time if, instead of the trouble of folding them being incurred, the leaves could be sold specially for indexing purposes, carefully perforated across the paper at three points so as to make four slips of equal size, as shown in the following diagram.



165. There are convenient resting points in the compilation of every index ; at the end of a week, in the case of an important technical journal coming out at that interval, or at the end of a month, or a quarter, just as the period of publication determines, or at the conclusion of so many chapters, in the case of a book. At such a point the slips should be revised, cut up, or much better, simply separated, as will be possible if the perforating process above advocated be adopted. Then they should be arranged in rough alphabetical order on a card-board diagram lettered as shown on the following figure.

A	F	K	P	U
B	G	L	Q	V
C	H	M	R	W
D	I	N	S	X
E	J	O	T	Y, Z

The use of this diagram was first recommended by Mr. F. B. Perkins, of the Boston Public Library.* I have altered the original description a little, and would recommend the actual construction and sale of such card-board diagrams, with the express purpose of their being useful to indexers. Mr. Perkins maintained that the divisions indicated facilitated rapid sorting, the equal partition into the square of four or five symmetrical rows being an aid to memory.

166. The slips belonging to each letter should then be taken and arranged in close alphabetical order. They should then be placed letter by letter, in a shallow tray, with guides if necessary. This process should be repeated week by week, or month by month in the case of a journal; or at the end of a convenient chapter or other division in the case of a book, or any monograph. The slips will be interpolated on the occasion of each cutting up and sorting among those already arranged, and so, what

* *Public Libraries in the United States of America* (1876) F. B. *Perkins,* "Book-Indexing" p. 730.

Mr. Brown justly describes as a "terrible task," if left to be done all at the end, will be found far lighter if spread over convenient intervals.

167. The time will have now come to send the index to the printer. Of course, the first thing to see to will be the avoidance of unnecessary repetition of main subject-headings, and also subordinate ones. These must be sufficiently erased by pencil.

It is a very common idea to suppose that pasting down of the slips on rough paper is necessary, but experience has shown me that this is a great waste of time. Numbering the slips, which should be uniform in size, with a pencil is a speedier and cleaner operation; and it answers equally well, as regards results at the printer, for if the numbering be accurate a lost slip will at least be missed. The search to discover what that lost slip was will certainly be a serious business, though a by no means insuperable difficulty. Methods, however, have to be judged by the results of experience, which in my case is this: I have *never known a single slip* to be lost by the printer. Whereas, the paste and the rough paper on which the slips are pasted much increase the bulk of the material for printing, which is a consideration where the parcels have to go by post. Of course, in some cases there is no choice; if so the use of good paste is decidedly preferable to that of gum, which soils the hands, and generally has a sour and offensive smell. Two or three strokes of the brush down the sheet will be enough, and the slips should be laid on in sequence, slightly overlapping if possible.

Great care should be taken to send accurate manuscript to the printer, and everything in it arranged so clearly that there can be as few misunderstandings as possible on the part of the compositors. Under all circumstances index-

printing is as about as expensive as any printing can be; for the matter is indented, or should be, and various "sorts" of type are often required. Disputes as to whether corrections on the proof are due to the printer's oversight or the compiler's can be easily settled, by marking the corrections of printer's errors with a tick or cross in blue chalk; but all this takes time, the loss of which might very well be avoided by a proper revision before the manuscript was sent away.

168. There is no better way of setting up an index than by careful indentation of sub-entries, and entries subordinate to these, and no worse way than by "running on" the sub-entries and those further subordinate in *one column*, which causes much confusion of understanding. The use of "rules," and dashes should be avoided, though some printers manifest an unconquerable affection for these. The use of a single or double column must depend on the width of the page. If the size of the book or journal be an ordinary octavo the single column is decidedly the clearer; double columns are, of course, admissible especially in the case of folio, quarto or large octavo publications. But in this matter the indexer is most frequently acting under orders.

Such are the precautions, few but important, necessary for observation to ensure the safe passage of an index on its trying journey through the press.

169. With one final word of warning we close. Whatever style may be chosen—*be consistent.* A change of method cannot but be dangerous, and inconsistency must seriously diminish the value of an index, no matter how excellent it may be in other respects.

APPENDIX.

A.—*THE A.L.A. INDEX TO GENERAL LITERATURE.*

170. THE importance of this valuable work, cannot easily be estimated. It stands to volumes of collected essays, official and other reports, in the same relation as *Poole's Index* does to journals and magazines. The plan upon which it is compiled, and its method of arrangement, are precisely those of *Poole's Index*. The credit of originating the idea must be given to one who, were he still living, would have proved one of the greatest and most active English indexers—the late Mr. E. C. Thomas. It was characteristic of his suggestive mind that one of the earliest papers he read before the Library Association was entitled, "Proposed index to collectaneous literature."* In this he emphasized the value of indexing the contents of collections of essays, whether critical, historical, or social. The importance of his suggestion is now apparent from the large size of the volume containing this index. It is only to be hoped that in future years Mr. Fletcher and his assistants will find the time to continue this laborious but most useful publication.

B.—*EARLY HISTORY OF THE CARD SYSTEM.*

171. It is interesting to note that, so far as is known at present, cards were first used as means of entry not for library catalogues, but for indexes. The reputed inventor of the card system was the Abbé Rozier, who†—it is stated

* *Transactions and Proceedings* of the Conference of Librarians, 1877, p. 156.

† Nouvelle Table des articles contenus dans les volumes de l'Académie royale des Sciences de Paris (1666-1770) Tome I. 1775. Avis au lecteur, p. xii. On this is printed the diagram of the card which Mr. Prosser reproduces in his note. This introduction by the Abbé Rozier contains several interesting observations on indexing.

by Mr. R. B. Prosser * in *The Library Association Record* of a few years back—edited the general (or rather cumulative) index to the publications of the Paris Academy of Sciences covering the years 1666 to 1770. This index was issued in the year 1775, and the entries were made subsequently on the cards as a temporary expedient, the idea being to transfer those entries from time to time to the blank pages of the printed index, which was printed on one side of the leaf only.

172. The next definite historical mention of the use of the card system that we can find arose out of a remark of the late Mr. C. A. Cutter, at the London Conference of Librarians in 1877, who contrasted the slight adoption of card catalogues in England with their widespread use in the United States.

In reply to Mr. Cutter, Professor E. P. Wright,† rejoined that card catalogues were rather the rule than the exception in Irish Libraries, and that some of the slips in the Trinity College Public Library were then nearly fifty years old. They were thus in use in Ireland before 1830.

173. The comparative neglect of the card system in England up to recent years, has been made the most of by American enthusiasts. The impression has been created that America is the home of the card catalogue. But the assumption is disproved by the statement of an American himself. Professor Otis Robinson, in his contribution on "College Library Administration," to the *Report on Public Libraries of the United States of America* already mentioned, advocated co-operative card cataloguing. I quote the following passage, empha-

* *Library Association Record*, 1900, ii., 651.

† *Transactions and Proceedings* of the Conference of Librarians, *1877, p. 156.*

sizing the closing sentence by the use of italics: "As the practice now is I am not sure but it would be better for half a dozen colleges to agree upon the form of a card, and unite their usual cataloguing expenses to secure a more skilful preparation, and a printed card. Whatever local data the cards would require could easily be added with a pen. *But the card system is comparatively new, and perhaps not yet general enough to expect from it so great results.*"*

174. Mr. Cutter, in his chapter on "Library Catalogues," contributed to the same *Report* (p. 559), stated that at the time of writing (1875 or 1876) cards were first introduced at the Library of the University of Rochester thirty years previously (say, 1845), *then abandoned*, and *lately revived*. Statements such as the foregoing simply go to prove that the card system was introduced into America like any another European invention (say, steam traction); and an examination of the very numerous and interesting accounts of American libraries given in the *Report* above quoted shows that the card system had been adopted in them very generally, though by no means universally. But nothing is said about its being an American invention.

175. Beyond the facts above stated, it is really very difficult to get at the history of priority of invention in the card system. As Mr. J. D. Brown justly states in his already quoted *Manual of Library Economy*: † "The plan of keeping cards or slips on edge in books or drawers loosely, thereby giving unlimited means of expansion,

* *Public Libraries in the United States of America : their history, condition and management.* Part I. Washington, 1876, p. 514.

† Brown, (J. D.) *Manual of Library Economy*, 1903, section 350, p. 299.

and intercalation, must have occurred to many minds as the best means of maintaining perpetual alphabetical order." Card-perforation, and the use of the connecting-rod or cord to keep the cards in their place, were improvements it would be very difficult to assign to one particular person or one special date. The same statement applies to the invention of guide cards, though it is pretty certain that Mr. George Parr,* late of the London Institution Library, was the first to employ them in the card-charging system, of which system he claimed to be the inventor, justly, I believe.

176. Two modifications of the use of the connecting-rod, one of them of English, and the other of Irish origin, are worth noting. Mr. Peter Cowell of Liverpool,† exhibited a card catalogue at the first annual meeting of the Library Association at Oxford, in which the cards were held in place by two fixed wires passing through holes at the bottom corners. A slit cut at a certain angle from the hole enabled the cards to be inserted or withdrawn easily.

Mr. Dunlop, Assistant Librarian of the National Library of Ireland, had an elongated slot or slit made in the centre of his catalogue cards; the rod passed through them at the top of the slot, so that it was possible to lift the cards, without taking them out, for purposes of inspection. The subsequent invention of the angle-block has put this improvement out of court.

* Parr (G.) "The Card-ledger; a charging system without writing." *Trans.* and *Proc.* 2nd Annual Meeting, Library Association, Manchester (1879). 1880, p. 73.

† *Trans. and Proc.*, 1st Annual Meeting, Library Association, Oxford, (1878), page 133.

C.—*NOTE ON THE "REPORT OF COMMITTEE ON THE INDEXING OF ARCHÆOLOGICAL TRANSACTIONS."*

177. In the early part of this work I have had occasion to call attention to the general want of any systematised method in indexing. (Sections 5, 62). While these pages have been passing through the press, I have had brought under my notice the above mentioned Report, issued by the Committee of the Congress of Archæological Societies in union with the Society of Antiquaries appointed for the purpose stated. To quote the opening paragraph: "The Committee is of opinion that it would be of the greatest advantage to research work of all kinds if a perfectly identical plan of indexing were adopted by every Archæological Society, so that each separate index would read into every other index and act correlatively." This recommendation, it will be seen, is fully in consonance with the view I have expressed, namely, that discrepancy in method of indexing is an evil that presses heavily upon the scholar and research-maker. The conclusions arrived at by the Committee are formulated in the recommendation of twenty-six rules. Most of them refer to the names of persons and places. The brief space now at disposal makes it impossible to generally enlarge upon them, except to say that, although some of them are the same in substance as certain of the Library Association and other Cataloguing Rules, others will be found useful in indexing old historical as well as antiquarian records. (See Sections 105 and 110 of this book). The Rules recommended by the Committee which seem special adaptable in this respect are Nos. 4 to 8, 10, 11 and 17.

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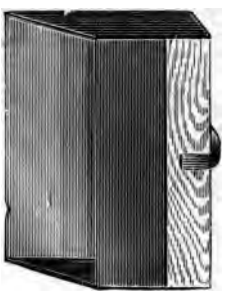

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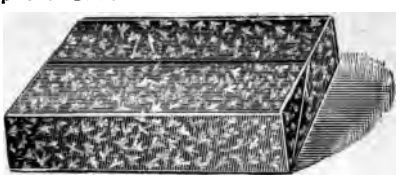

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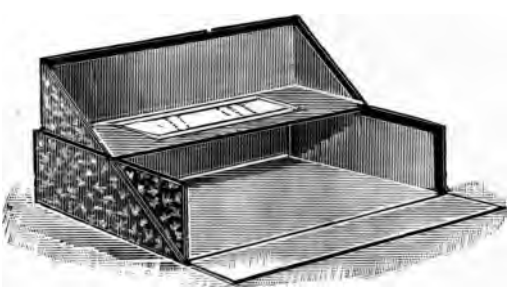

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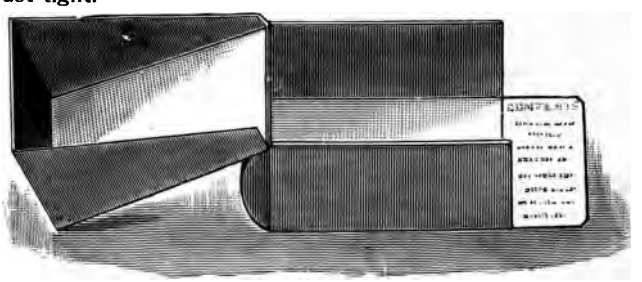

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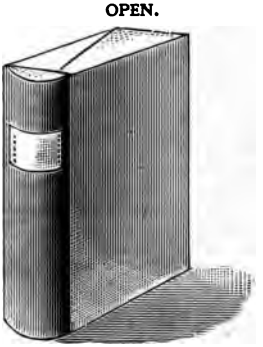

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